

Town of Los Altos Hills

ADOPTED OPERATING BUDGET FISCAL YEAR 2000-01

| | |
|---------------|---------------|
| Steve Finn | Mayor |
| Toni Casey | Mayor Pro Tem |
| Emily Cheng | Councilmember |
| Elayne Dauber | Councilmember |
| Bob Johnson | Councilmember |

Table of Contents

| Subject | Page |
|---|------|
| Town Organization Chart..... | vii |
| Financial Highlights | 1 |
| Revenues - Governmental Funds | 7 |
| Revenues - Enterprise Fund | 13 |
| Departmental Budgets | 17 |
| Budget Summaries by Department/Program..... | 19 |
| City Council | 20 |
| City Manager..... | 22 |
| City Clerk | 24 |
| Finance | 26 |
| City Attorney..... | 28 |
| Community Services | 30 |
| Town Committees | 32 |
| Public Safety | 34 |
| Planning..... | 36 |
| Building..... | 38 |
| Engineering | 40 |
| Playing Fields..... | 42 |
| Westwind Barn..... | 44 |
| Pathways/Parks/Open Space | 46 |
| Graffiti Abatement | 48 |
| Storm Drain Operations | 50 |
| Street Operations | 52 |
| Solid Waste Fund | 54 |
| Sewer Fund..... | 56 |
| Cost Allocations | 59 |
| Town Center Operations | 60 |
| Office Equipment Capital..... | 62 |
| Corporation Yard..... | 64 |
| Vehicle/Equipment Operations | 66 |
| Vehicle/Equipment Capital | 68 |
| Fund Summaries..... | 71 |
| General Fund | 72 |
| Drainage Fund | 73 |
| Street Fund | 74 |
| Solid Waste Fund | 75 |
| Sewer Basin Fund..... | 76 |
| General Services Fund | 77 |
| Appropriations Limit..... | 79 |

RESOLUTION NO. 43-00

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF LOS ALTOS HILLS
ADOPTING THE BUDGET FOR FISCAL YEAR 2000-2001

WHEREAS, the City Council of the Town of Los Altos Hills has received and completed its review of the proposed 2000-01 Fiscal Year Budget, together with amendments thereto and now desires to adopt the Budget for the 2000-01 Fiscal Year;

NOW THEREFORE, the City Council does RESOLVE as follows:

1. The City Council does hereby approve and adopt an appropriations limit, pursuant to California Constitution Article XIII.B, for Fiscal Year 2000-01 of \$3,194,674.
2. The City Council does hereby approve and adopt the Budget for the Town for Fiscal Year 2000-2001 consisting of the following:

Appropriations and interfund transfers as set forth in Exhibit A attached hereto.

3. The amount of the 2000-01 Fiscal Year Budget for each account area of the Budget and as defined above, may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of California Government Code Sections 37208 and 37209.
4. The City Manager is hereby authorized to prepare an administrative budget which further specifies the accounts for the expenditure of appropriations approved by the City Council and set forth in Exhibit A. The City Manager shall provide the council with copies of this Budget.
5. The City Manager shall periodically report to the City Council the amount and classification of revenues received and expenditures made.
6. A copy of the adopted Budget, signed by the Mayor and attested to by the City Clerk, shall be kept on file with the City Clerk of the Town of Los Altos Hills, as the official Budget of the Town of Los Altos Hills for the 2000-01 Fiscal Year.

REGULARLY passed and adopted this 15TH day of June, 2000.

By 
Mayor

ATTEST:



City Clerk

APPROPRIATIONS
and
INTERFUND TRANSFERS

Fiscal Year 2000-01

I. APPROPRIATIONS

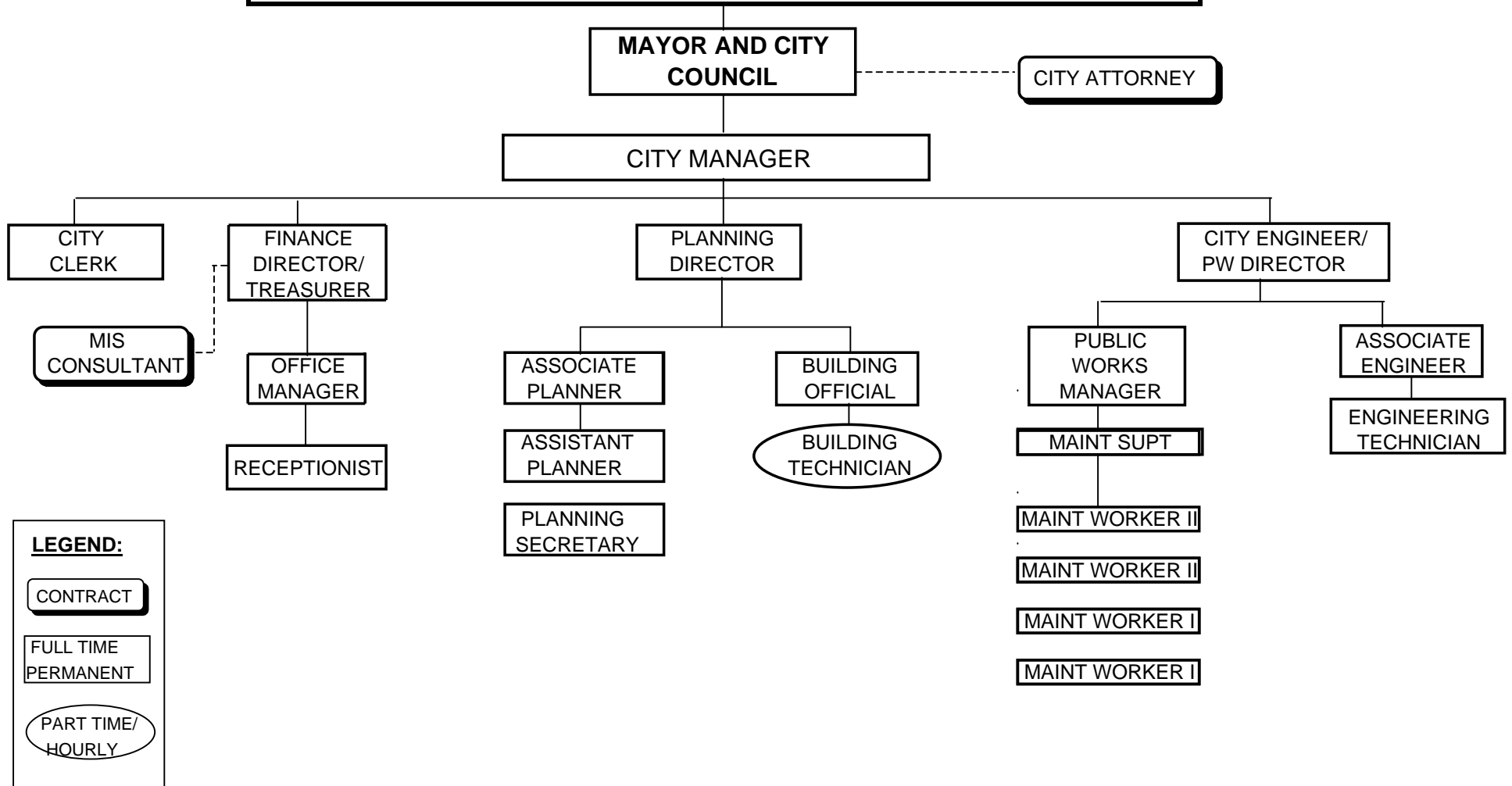
| <u>Fund</u> | <u>Program</u> | <u>Appropriation</u> |
|------------------|-------------------------------|-------------------------|
| General | Operations | |
| | City Council | 29,300 |
| | City Manager | 193,093 |
| | City Clerk | 118,680 |
| | Finance | 206,755 |
| | City Attorney | 162,300 |
| | Community Services | 27,931 |
| | Town Committees | 62,903 |
| | Public Safety | 625,740 |
| | Planning | 520,534 |
| | Building | 336,551 |
| | Engineering | 470,871 |
| | Public Works | <u>1,267,552</u> |
| | Total General Fund Operations | <u>4,022,210</u> |
| Solid Waste Fund | Operations | 1,451,781 |
| Sewers Fund | Operations | 825,766 |
| | Total Operations Budget | <u><u>6,299,757</u></u> |

II. INTERFUND TRANSFERS

To the General Fund for Reimbursement of Administrative Expenses:

| | |
|------------------|-----------------------|
| Solid Waste Fund | 49,141 |
| Sewers Fund | <u>73,809</u> |
| Total | <u><u>122,950</u></u> |

RESIDENTS OF LOS ALTOS HILLS



Financial Highlights

One of the main priorities of the Town at the beginning of the 1999-2000 fiscal year was to prepare for the technological challenges of the new millennium. A concerted effort was needed to get the Town's various software systems in order and Y2K compliant by September 1st. Resources for the necessary hardware and software upgrades were provided in the Town's operating budget, and the Town was able to enter the year 2000 with improved software systems and an updated network server. As part of the Y2K Compliance project, the Town's major service providers also demonstrated their Y2K readiness.

Although a smooth transition into the new year was made, the Town continues to focus on ways to customize and refine its information systems, and to use advancing technologies to increase the efficiency and effectiveness of the informational products and municipal services provided. Careful consideration has been given to the Town's computer needs in this 2000-01 Operating Budget. Specifically, the workstations that are now over 4 years old should be replaced within the year. The actual hardware will be included in the 2000-01 Capital budget; but the cost of the technical re-configuration has been included in the Town Center Operations budget. In addition, funding has been provided to initiate a study of document storage and retention through visual imaging methods that can be incorporated into many of the Town's document-intensive processes.

The highest priority in this new fiscal year is the security of the Town's infrastructure assets. Specifically, the means to provide maintenance for the Town's aging streets, pathways, utilities and buildings must be considered as a requirement for the continued successful delivery of municipal services into the future. Two areas of intensified focus have been funded in this operating budget: Street Operations, where \$275,000 has been proposed for tree trimming and clearing contract, and Sewer Fund Operations, for which \$300,000 has been proposed for a large sanitary sewer main repair/replacement project covering various locations in the Town.

REVENUES

Total governmental revenues for the Town in fiscal year 2000-01 are projected at \$4.7 million, a 4.2 percent increase over the fiscal year 1999-2000 adjusted budget. However, the increase is 7.9 percent over the budget originally adopted last year. The Silicon Valley economy continued to grow at a healthy clip, as reflected in major increases in stock market prices, particularly within the technology sector. Strong demand in the residential real estate market was reflected in the Town's property transfer tax revenues, which are estimated to finish the 1999-2000 fiscal year at \$260,000, or twice the adopted budget for this revenue. The volume of Planning applications was higher than anticipated in the Fall of 1999, prompting a mid-year increase in revenue projections of \$170,000. Interest rates also grew more rapidly than anticipated, yielding an additional \$73,000 for the General Fund.

Other receipts for the General Fund are projected to increase at a more moderate pace. Permits and charges for services, largely derived from the Town's developmental activities and which comprised about 32 percent of general fund revenues, are projected to remain steady overall. The high volume of planning applications should slow, but the number of building permits processed should increase as projects, especially in the Quarry Hills subdivision, come to fruition.

Property tax revenues should continue to rise with increased property tax assessments. However, the County adjustment for No/Low Property Tax cities should offset most of this increase for the Town. The continued increase in real property transfer taxes also reflects a healthy turnover of properties and added value to properties through renovation and addition projects.

Franchise fee and intergovernmental revenues are projected to increase moderately. In addition, investment revenue should increase with the rising interest rates earned in California's Local Agency Investment Fund (LAIF). Last year the Town adopted a new investment policy, which provides guidance for a longer-term, diversified portfolio should a more active investment strategy be pursued.

The Town's Enterprise Funds revenues are expected to keep pace with projected expenditures; with no rate increases anticipated for either sewer or garbage collection services. Both the Sewer and Solid Waste Fund revenues will rise slightly with a small number of new customers.

OPERATING EXPENDITURES

Total budgeted operating expenses for fiscal year 2000-01 is projected to hit almost \$6.3 million. This represents a 16.3 percent increase over the 1999-2000 adjusted budget, and a \$1.37 million (27.8 percent) increase over the estimated actual expenses for 1999-2000. The higher spending levels are largely the result of funding to increase the maintenance effort for Public Work assets, especially pathways, streets and storm drainage systems. Last year a recommendation to add two Maintenance Worker I positions to the Public Works Department crew was replaced with trial funding (\$100,000) to contract out certain tree-trimming and pathway clearing services. Not all of the funds appropriated for this purpose were utilized in this transition year. The Public Works crew was plagued with vacancies and injuries, so that adequate monitoring and direction for the contract work was not available. In addition, the crew was not as available for the non-contracted maintenance tasks as had been hoped. Fiscal year 2000-01 should allow for more efficient utilization of both contract help and crew time.

An in-house City Engineer/Public Works Director position adds to the cost of these major efforts, although some contract savings should be experienced in the longer term.

Salaries are budgeted to increase by 4.1 percent, based on the February, 2000 12-month growth in Bay Area Urban Wage Earners CPI. Step increases were also included in the proposed budget where they may be applicable. Despite higher salary expenses, employee benefits, calculated at a rate of 23 percent of payroll costs, are projected to decrease further from the 1999-2000 projection. Benefit savings reflect a decrease in the amount paid by the Town to the California Public Employee's Retirement System (CalPERS) for the employer's retirement contribution from 6.340 percent last year to 2.299 percent in the fiscal year 1999-2000. It is doubtful that the new employer's rate is reflective of the true cost of the retirement plan provided, and continued volatility can be expected in this cost in years to come.

Maintenance of the Town's sewer infrastructure is a concern that the Town has not been able to address adequately in previous years, although mapping and evaluation of the Town's sewer infrastructure has allowed the identification of the areas most in need of attention. As these efforts continue, a major sanitary sewer main repair/replacement program will be launched early in the new fiscal year, requiring an appropriation of over \$300,000 within the Sewer Fund.

The Town Center Operations budget has increase 30% in the last two years, as the Town seeks to find a solution to the deteriorating condition of the Town Hall building. The costs of facility needs such as Pest Control, Housekeeping and Landscaping have been increased, but no funds have this year been set aside for further technical study of the structure. The problem is well documented, beginning with a 1999 inspection of the current facilities that concluded that major repairs would be necessary in the short term. Structural deficiencies have been cited as the main reason some of the repairs may not be economically practical. The need for additional space for Town Hall operations is also a factor that needs to be considered. Any forthcoming solution should be included in the development of the 2000-01 Capital Budget.

TRANSFERS

Proposed budget transfers to the General Fund for fiscal year 2000-01 overhead expenses were calculated in a manner similar to that of the prior year. The overhead cost allocation formula was evaluated and updated to reflect the estimated administrative time involved for each of the Town's operational departments and Enterprise Funds. Transfers from the Enterprise Funds will serve to recoup \$118,000 by the General Fund in overhead allocations.

Transfers to the Capital Improvements Project Fund will be determined upon the adoption of the CIP Budget for the year beginning October 1, 2000. Because of the increased emphasis of maintenance costs throughout the Towns operations budget, proportionate funding for capital projects from current year revenues will not be available to quite the same extent as prior years. However, the 810,000 of net General Fund revenues over expenditures should provide ample capital spending. The Engineering Department will be undergoing organizational changes in the first half of the year, with less resources

available to direct capital spending than in past years, when capital budgets were proportionately larger. \$1.6 million of unspent funding resides in the Capital Projects Fund, appropriated to projects approved by Council in recent years. In addition, part (\$3,060,000) of the Town's General Fund balance has been designated as reserved for Capital Improvements Projects that cannot be provided from the current year budget. \$750,000 of the General Fund balance has also been designated for the Town Hall replacement.

FUND LEVELS

The proposed fiscal year 2000-2001 budget reflects heavier operational expenditures than in recent years. By the end of fiscal year 2000-01, the General Fund balance is budgeted to reach over \$7.1 million (prior to any allowance for capital spending). The increase includes budgeted net revenue over expenditures of \$810,000 in the General Fund. As such, the proposed operational budget requires appropriation of over 83 percent of General Fund revenues only leaving slightly more than 12 percent for reserves and capital projects. Although the proposed budget reflects a thoughtful and prudent allocation of the Town's resources, it is recognized that due to budgetary controls, some budgetary savings will be experienced in all departments, adding to the amount available for capital projects or reserves. Every effort has been made to provide realistic expenditure proposals, consistent with the Council's stated priorities, to those areas that most need attention and will provide the means to better service the Town's residents long into the future. In addition, the budget is supported by consistent revenues, which continue to exhibit stable growth. The Enterprise funds also reflect good fiscal health, and adequate revenues for operations.

The Fund Summaries, which display all revenues, expenditures, interfund transfers and reserve levels by fund, are shown on pages 72 through 77 of this document.

LEVELS OF BUDGETARY CONTROL

This operating budget document contains a proposed expenditures budget for each department or program of the Town, accompanied by supporting narrative that provides details of significant program or service level changes from the prior year's budget. Although the budget document shows specific expenditures in line-item detail, budgetary review exists only at the level of expenditure categories (i.e., salaries and benefits, contract services, supplies and materials, etc.) within each department or program. The departmental budgets are utilized as guidelines, with emphasis placed on proper recording and reporting of the actual expenditures.

Budgetary controls are applied at an even higher level. Council must authorize, by budget amendment, all expenditures that exceed the following appropriations:

| <u>Fund</u> | <u>Subfunds</u> | <u>Level of Budgetary Control</u> |
|----------------------|--|---|
| General Fund | General Fund Drainage Operations Street Operations | Department or program within each subfund |
| Special Revenue Fund | COPS Pathways Construction | Subfund |
| Enterprise Fund | Sewer Fund Solid Waste Fund Internal Service Fund | Subfund |
| Capital Projects | | Project (account) |

In addition to the above controls, departmental appropriations for salaries and benefits, which are based on the Employee Classification and Compensation Plan, may not be exceeded without Council approval.

The City Manager has the authority to make or approve administrative adjustments to the budget as long as those changes will not have a significant impact on projected year-end fund balances. In addition, the City Manager's contingency account is a budgetary account only; funds may be transferred from the contingency account to augment any other line item budget as approved by the City Manager.

Revenues – Governmental Funds

The 1999-2000 fiscal year was a remarkable one for the California economy, and the Town's revenues from all sources met or exceeded the expectations established with the adopted budget. Silicon Valley's booming real estate market caused revenues from development activity to pull ahead of the adopted budget early in the year. Mid-Year adjustments to the Town's planning fee revenues reflected a heightened level of activity in development applications, which is expected to spill over in the form of increased building permit fees in the 2000-01 fiscal year. Due mainly to an unexpected leap in real property transfer taxes, actual revenues are anticipated to exceed the adjusted budget by over \$100,000.

Property Taxes. Early in the 1999-2000 fiscal year the Town was notified by the County of an error in the calculation of the property tax apportionment known as No/Low property taxes. Evidently, apportionments of property taxes to No/Low property tax cities in Santa Clara County have been erroneously high since 1996. Although the adjustment is not retroactive, property taxes from this source for the Town of Los Altos Hills were overstated by \$115,000 in the fiscal year ended June 30, 2000. An 11.4% increase in assessed valuation of the Town's secured property tax rolls from the County's Tax Assessor should increase secured property tax revenues, and offset this significant downward adjustment.

Other Taxes. Other Tax revenues are expected to reach \$499,000, 16.3 percent higher than last year's adopted budget. Although real property transfer taxes rose sharply (to an estimated \$260,000) during the prior year, more modest levels of real estate turnover are expected for 2000-01, resulting in a projected \$210,000 from this source. Business license taxes, a large portion of which is collected from construction and development services, are expected to increase slightly with the projected increase in Building Permits. The Town's sales tax allocations are expected to drop a bit, as tax-free E-Commerce gains in popularity.

Franchise Fees. The Town's garbage collection franchise agreement with Los Altos Garbage Company (LAGCo) provides over half of the franchise fee revenues collected by the Town. Since garbage rates will not change this year, only a mild increase in revenues is anticipated. The Town's General Fund receives 10% of garbage service revenues as franchise fee. The other major franchise agreement with the Town is for gas and electric utilities, which appear to be rising at a modest pace as well. Although the PUC's regulation of utility rates may eventually reduce PG&E rates, the Town's franchise fees, which are directly related to the gross revenues of the utility companies providing service to the Town, are not expected to decline this year.

Licenses and Permits. Revenues from licenses and permits are projected to increase fairly significantly (9.6 percent) over the prior fiscal year actual levels. The slow-down in building activity which had been predicted in previous years finally materialized in 1999-

2000. However, because of the large number of planning applications currently being processed, this revenue category should rebound in the 2000-01 fiscal year.

Intergovernmental Revenues. The Intergovernmental revenues should continue to grow at a healthy clip as MVLF (Motor Vehicle In-lieu Fees), which represent nearly 10% of the Town's General Fund revenue, are expected to reach \$400,000 in the 2000-2001 fiscal year.

Charges for Current Services. Much of the Current Services revenue budget contains projected fees from planning support for the Town's development activities; about one-half is revenues for billable services. A high level of project review was experienced in the 1999-2000 fiscal year; this level is expected to abate somewhat. Although the \$487,000 projection for this revenue category is well below actual levels of the prior year, it is significantly higher than the \$396,000 prior year adopted budget amounts. The budget for billable services, based on service charges for engineers, geologists, attorneys, etc., is also expected to level off after a jump of almost 60% from the adopted budget in 1999-2000 fiscal year. These revenues are offset in the departmental expense budgets. Less reliance may be placed on the Town's engineering consulting firm as adjustments continue to be made in the configuration of internal engineering staff.

Los Altos Hills has in the past endeavored to set charges in both building permits (Licenses and Permits) and planning services (Charges for Services) to cover the costs of providing each service. Development revenues, including charges for current services and building permits, are budgeted at \$1.51 million for fiscal year 2000-01, vs. the underlying projected expense of \$1.71 million for planning, building, engineering, and administrative support. Historically, development-related revenues have exceeded the conservative revenue budgets, and expenditures have been limited by budgetary controls. Therefore it is anticipated that actual revenue and expenditure totals in this area will be roughly equal. For the fiscal year ending June 30, 2000, estimates are \$1.47 million for revenue and \$1.46 million in expenses. Except for direct pass-through billings of professional fees, the rates for development charges have remained unchanged since 1994.

Use of Money and Property. In estimating interest revenues for the Town's General Fund, two factors must be considered: the yield on funds in the Town's investment portfolio, and projected cash balances. Last year the return on LAIF funds rose from 5.178 percent in July 1999 to 6.014 percent in April 2000. Based on current economic trends, interest rates earned on LAIF investments, which have an average maturity of 185 days, should continue to increase over current year levels. An average yield of 6.3 percent is anticipated for this budget year. The Town may decide to diversify into longer term investments for a higher yield, although there would be some cost in implementing a more active investment management strategy than depositing the funds with LAIF.

In estimating cash balances, it has been assumed that all of the governmental revenues (including overhead transfers from enterprise funds) not appropriated to operational needs

will be used to fund capital projects. Although no net increase in general fund reserves is anticipated, the higher interest rate projection should increase the overall earnings of the Town's investment with LAIF. The resulting interest income estimate for the General Fund is \$560,000, a 17 percent increase over the 1999-2000 interest income projection.

Moderate increases are anticipated in rental revenues, as most rental contracts with the Town contain a provision for an annual CPI increase.

Drainage Fund Revenues. Drainage fees are charged as part of the building permit process. Because the volume of building permits are projected to increase, drainage revenues should also increase over last year's estimated amounts, providing \$186,000.

Street Fund Revenues. State distributions of gas tax revenues are budgeted to decrease slightly from last year's estimates, to approximately \$162,600 in the upcoming fiscal year according to the State Controller's projections. Street encroachment fees, which are difficult to project in advance, have decreased slightly in the past fiscal year. Since development activity is expected to level off in fiscal year 2000-01, the encroachment fee revenue budget will remain at the prior year level.

GOVERNMENTAL FUNDS - REVENUES

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|-------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| GENERAL FUND | | | | | | |
| PROPERTY TAXES | | | | | | |
| Secured Property Taxes | 585,390 | 720,000 | 700,000 | 780,000 | 8.3% | 11.4% |
| Property Taxes - Adm Fee | 0 | (8,000) | 0 | 0 | -100.0% | 0.0% |
| Unsecured Property Taxes | 77,587 | 78,000 | 80,000 | 82,000 | 5.1% | 2.5% |
| HOPTR | 9,322 | 11,000 | 9,500 | 9,700 | -11.8% | 2.1% |
| No/Low Property Taxes | 359,665 | 340,000 | 380,000 | 300,000 | -11.8% | -21.1% |
| Other Property Taxes | 0 | 0 | 4,000 | 0 | 0.0% | -100.0% |
| TOTAL | 1,031,965 | 1,141,000 | 1,173,500 | 1,171,700 | 2.7% | -0.2% |
| OTHER TAXES | | | | | | |
| Business License Tax | 170,307 | 160,000 | 165,000 | 172,000 | 7.5% | 4.2% |
| Real Property Transfer Tax | 159,797 | 128,000 | 260,000 | 210,000 | 64.1% | -19.2% |
| Sales & Use Tax | 106,025 | 111,600 | 100,000 | 90,000 | -19.4% | -10.0% |
| Public Safety Sales Tax | 28,228 | 29,700 | 29,700 | 27,500 | -7.4% | -7.4% |
| Off-Highway Motor Veh In-Lieu | 131 | 130 | 130 | 130 | 0.0% | 0.0% |
| TOTAL | 464,488 | 429,430 | 554,830 | 499,630 | 16.3% | -9.9% |
| FRANCHISE FEES | | | | | | |
| Franchise Fees - Water | 8,367 | 9,000 | 9,000 | 9,200 | 2.2% | 2.2% |
| Franchise Fees - Solid Waste | 155,821 | 162,600 | 162,600 | 166,900 | 2.6% | 2.6% |
| Franch Fees - Gas & Electric | 79,419 | 80,000 | 81,000 | 83,000 | 3.8% | 2.5% |
| Franch Fees - Cable TV | 30,531 | 30,000 | 30,000 | 32,000 | 6.7% | 6.7% |
| Franchise Fees - Cellular | 446 | 450 | 450 | 450 | 0.0% | 0.0% |
| TOTAL | 274,583 | 282,050 | 283,050 | 291,550 | 3.4% | 3.0% |
| PERMITS & LICENSES | | | | | | |
| Building Permits | 528,976 | 585,000 | 550,000 | 605,000 | 3.4% | 10.0% |
| Electrical Permits | 21,320 | 25,000 | 20,000 | 22,000 | -12.0% | 10.0% |
| Heating Permits | 16,919 | 20,000 | 20,000 | 22,000 | 10.0% | 10.0% |
| Plumbing Permits | 22,842 | 25,000 | 20,000 | 22,000 | -12.0% | 10.0% |
| Excavation Permits | 175 | 0 | 0 | 0 | 0.0% | 0.0% |
| Housing Permits | 31,500 | 40,000 | 35,000 | 39,000 | -2.5% | 11.4% |
| Structural Add'n Permits | 10,473 | 10,000 | 7,000 | 8,000 | -20.0% | 14.3% |
| Miscellaneous Permits | 54 | 500 | 0 | 0 | -100.0% | 0.0% |
| Encroachment Permits | 1,739 | 0 | 1,750 | 0 | 0.0% | -100.0% |
| Septic Tank Fees | 3,100 | 3,000 | 3,000 | 3,000 | 0.0% | 0.0% |
| Plan Retention Fees | 22,817 | 25,000 | 22,000 | 24,000 | -4.0% | 9.1% |
| Energy Fee | 50,380 | 60,000 | 45,000 | 50,000 | -16.7% | 11.1% |
| Dog Licenses/Kennel Fees | 5,317 | 7,000 | 7,000 | 6,500 | -7.1% | -7.1% |
| TOTAL | 715,611 | 800,500 | 730,750 | 801,500 | 0.1% | 9.7% |

USE OF MONEY & PROPERTY

| | | | | | | |
|-------------------------------|----------------|----------------|----------------|----------------|--------------|--------------|
| Interest Earnings | 412,773 | 443,000 | 478,000 | 560,000 | 26.4% | 17.2% |
| Rental-Westwind Barn, Byrne | 15,170 | 15,500 | 15,500 | 15,930 | 2.8% | 2.8% |
| Rental-Purissima Hills Water | 6,000 | 6,000 | 6,000 | 6,000 | 0.0% | 0.0% |
| Rental-Sun Country Cable | 19,196 | 19,860 | 19,860 | 20,760 | 4.5% | 4.5% |
| Rental-Bay Area Cellular Corp | 20,624 | 21,180 | 21,180 | 21,100 | -0.4% | -0.4% |
| Rental-Playing Fields | 1,920 | 2,000 | 2,250 | 2,400 | 20.0% | 6.7% |
| TOTAL | 475,683 | 507,540 | 542,790 | 626,190 | 23.4% | 15.4% |

INTERGOVERNMENTAL REVE

| | | | | | | |
|-----------------------------|----------------|----------------|----------------|----------------|--------------|-------------|
| Motor Vehicle In Lieu Fees | 374,359 | 370,000 | 385,000 | 409,000 | 10.5% | 6.2% |
| Muni Court Fees | 1,532 | 600 | 1,200 | 1,200 | 100.0% | 0.0% |
| Vehicle Code Fines | 5,661 | 4,000 | 10,000 | 10,000 | 150.0% | 0.0% |
| Grant Revenue | 19,175 | 0 | 850 | 0 | 0.0% | -100.0% |
| Abandoned Vehicles Recovery | 7,244 | 2,900 | 2,900 | 2,900 | 0.0% | 0.0% |
| Other Intergov't Revenue | 2,654 | 0 | 2,625 | 0 | 0.0% | -100.0% |
| TOTAL | 410,625 | 377,500 | 402,575 | 423,100 | 12.1% | 5.1% |

CHARGES FOR SERVICES

| | | | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|---------------|---------------|
| Site Development Fees | 90,030 | 140,000 | 135,000 | 122,000 | -12.9% | -9.6% |
| Variance Fees | 5,250 | 7,500 | 7,000 | 6,300 | -16.0% | -10.0% |
| Conditional Use Permit Fees | 2,750 | 2,700 | 2,000 | 1,800 | -33.3% | -10.0% |
| Conditional Development Fees | 1,800 | 1,800 | 1,800 | 1,800 | 0.0% | 0.0% |
| Zoning Fees | 1,825 | 3,000 | 3,000 | 2,700 | -10.0% | -10.0% |
| Tentative Map Fees | 10,050 | 20,000 | 10,000 | 9,000 | -55.0% | -10.0% |
| Final Map Fees | 3,160 | 3,160 | 2,500 | 2,250 | -28.8% | -10.0% |
| Final Map Amendment | 0 | 525 | 525 | 525 | 0.0% | 0.0% |
| Lot Line Adjustment Fees | 7,900 | 5,000 | 5,000 | 4,500 | -10.0% | -10.0% |
| Planner Charges | 57,098 | 70,000 | 80,000 | 72,000 | 2.9% | -10.0% |
| Engineer Charges | 26,831 | 30,000 | 30,000 | 30,000 | 0.0% | 0.0% |
| Real Estate Reviews | 1,800 | 1,500 | 1,500 | 1,350 | -10.0% | -10.0% |
| Site Development Compliance | 22,275 | 25,000 | 25,000 | 27,500 | 10.0% | 10.0% |
| Negative Declarations | 600 | 1,200 | 1,500 | 1,350 | 12.5% | -10.0% |
| Address Change | 450 | 0 | 500 | 0 | 0.0% | -100.0% |
| Miscellaneous Planning Fees | 150 | 0 | 800 | 750 | 0.0% | -6.3% |
| False Alarm Charges | 11,325 | 11,000 | 11,000 | 10,000 | -9.1% | -9.1% |
| Delinquency Charges | 408 | 350 | 400 | 350 | 0.0% | -12.5% |
| Administrative Charge | 6,756 | 8,000 | 12,000 | 8,000 | 0.0% | -33.3% |
| Attorney's Fees | 11,396 | 15,000 | 15,000 | 13,500 | -10.0% | -10.0% |
| Engineer's Charges - Consultin | 62,528 | 120,000 | 120,000 | 70,000 | -41.7% | -41.7% |
| Geologist Charges | 64,378 | 100,000 | 100,000 | 100,000 | 0.0% | 0.0% |
| Other Pass-Through Charges | 0 | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| TOTAL | 388,760 | 566,735 | 565,525 | 486,675 | -14.1% | -13.9% |

OTHER MISC REVENUES

| | | | | | | |
|-----------------------|-------|-------|-------|-------|------|------|
| Fines and Forfeitures | 1,104 | 3,000 | 3,000 | 3,000 | 0.0% | 0.0% |
|-----------------------|-------|-------|-------|-------|------|------|

| | | | | | | |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------|--------------|
| Maps & Reproduction Fees | 3,943 | 5,000 | 5,000 | 4,000 | -20.0% | -20.0% |
| Handbook | 48 | 0 | 0 | 0 | 0.0% | 0.0% |
| Pathway Map | 412 | 0 | 200 | 300 | 0.0% | 50.0% |
| Design Guidelines | 214 | 150 | 210 | 250 | 66.7% | 19.0% |
| Miscellaneous Revenue | 16,122 | 5,000 | 7,000 | 8,000 | 60.0% | 14.3% |
| TOTAL | 21,842 | 13,150 | 15,410 | 15,550 | 18.3% | 0.9% |
| TOTAL | 3,783,556 | 4,117,905 | 4,268,430 | 4,315,895 | 4.8% | 1.1% |
| STORM DRAIN FUND | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| In-Lieu Fees, Storm Drains | 148,806 | 186,000 | 140,000 | 186,000 | 0.0% | 32.9% |
| Negative Declarations | 4,495 | 0 | 4,500 | 0 | 0.0% | -100.0% |
| TOTAL | 153,301 | 186,000 | 144,500 | 186,000 | 0.0% | 28.7% |
| TOTAL | 153,301 | 186,000 | 144,500 | 186,000 | 0.0% | 28.7% |
| STREET FUND | | | | | | |
| INTERGOVERNMENTAL REVE | | | | | | |
| Gas Tax Section 2105 | 50,176 | 59,000 | 59,000 | 51,350 | -13.0% | -13.0% |
| Gas Tax Section 2106 | 42,777 | 42,000 | 42,000 | 43,000 | 2.4% | 2.4% |
| Gas Tax Section 2107 | 65,231 | 67,000 | 67,000 | 66,250 | -1.1% | -1.1% |
| Gas Tax Section 2107.5 | 2,000 | 2,000 | 2,000 | 2,000 | 0.0% | 0.0% |
| Grant Revenue | 6,305 | 0 | 6,305 | 0 | 0.0% | -100.0% |
| TOTAL | 166,488 | 170,000 | 176,305 | 162,600 | -4.4% | -7.8% |
| CHARGES FOR SERVICES | | | | | | |
| Streets Encroachment Fees | 15,104 | 50,000 | 50,000 | 50,000 | 0.0% | 0.0% |
| Street Excavation Fees | 40,005 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 55,109 | 50,000 | 50,000 | 50,000 | 0.0% | 0.0% |
| TOTAL | 221,597 | 220,000 | 226,305 | 212,600 | -3.4% | -6.1% |
| TOTAL GOVERNMENTAL FUNDS | \$4,158,454 | \$4,523,905 | \$4,639,235 | \$4,714,495 | 4.2% | 1.6% |

Revenues – Enterprise Fund

SOLID WASTE FUND REVENUE. A small growth in the number of households serviced by the Los Altos Garbage Company (LAGCo) will serve to push revenues up slightly in the Solid Waste Fund in the 2000-01 fiscal year. Earlier this year, the distance charge was eliminated for extra cans in the collection rate charged to customers. The impact on service revenues was minimal. Per the agreement with LAGCo, collection costs to the Town were increased in April 2000. However, debris boxes and special service rates have been established to cover the costs of these services, and no curbside rate increases are anticipated for the budget year. Customer charges for collection and disposal, estimated to be \$1.47 million, should just cover expenses of the fund, which include collection, disposal, recycling, litter control, and the County's hazardous waste program. Although no increase in the fund's reserves is anticipated in 2000-01, Solid Waste activities will provide over \$160,000 in franchise fee revenue to the Town's General Fund.

SEWER FUND REVENUE. Again, no sewer maintenance customer rate increases are planned for the fiscal year. Revenue projections have remained steady, with a two percent increase in new sewer connections in the 1999-2000 fiscal year. Higher cash balances are anticipated in the Sewer Fund until later in the fiscal year, and interest earnings should increase due to a higher rate of return on invested funds.

ENTERPRISE FUNDS - REVENUES

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|------------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| SEWER FUND | | | | | | |
| USE OF MONEY & PROPERTY | | | | | | |
| Interest Earnings | 113,650 | 110,000 | 130,000 | 155,000 | 40.9% | 19.2% |
| TOTAL | 113,650 | 110,000 | 130,000 | 155,000 | 40.9% | 19.2% |
| CHARGES FOR SERVICES | | | | | | |
| Sewer Assessment Charges | 616,256 | 630,000 | 630,000 | 644,000 | 2.2% | 2.2% |
| Palo Alto Sewer Connect Fee | 9,450 | 8,000 | 8,000 | 8,000 | 0.0% | 0.0% |
| Los Altos Sewer Connect Fee | (105) | 0 | 105 | 0 | 0.0% | -100.0% |
| Miscellaneous Planning Fees | 525 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 626,126 | 638,000 | 638,105 | 652,000 | 2.2% | 2.2% |
| TOTAL | 739,776 | 748,000 | 768,105 | 807,000 | 7.9% | 5.1% |
| SOLID WASTE | | | | | | |
| USE OF MONEY & PROPERTY | | | | | | |
| Interest Earnings | 20,161 | 19,200 | 25,000 | 29,000 | 51.0% | 16.0% |
| TOTAL | 20,161 | 19,200 | 25,000 | 29,000 | 51.0% | 16.0% |
| INTERGOVERNMENTAL REVE | | | | | | |
| AB 939 Fees | 8,660 | 8,000 | 8,000 | 8,000 | 0.0% | 0.0% |
| TOTAL | 8,660 | 8,000 | 8,000 | 8,000 | 0.0% | 0.0% |
| CHARGES FOR SERVICES | | | | | | |
| Garbage Fees (From LAGCo) | 1,426,905 | 1,400,000 | 1,400,000 | 1,475,000 | 5.4% | 5.4% |
| Administrative Charge | 205 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 1,427,110 | 1,400,000 | 1,400,000 | 1,475,000 | 5.4% | 5.4% |
| OTHER MISC REVENUES | | | | | | |
| Sale of Recyclable Materials | 34,875 | 36,400 | 36,400 | 35,000 | -3.8% | -3.8% |
| TOTAL | 34,875 | 36,400 | 36,400 | 35,000 | -3.8% | -3.8% |
| TOTAL | 1,490,807 | 1,463,600 | 1,469,400 | 1,547,000 | 5.7% | 5.3% |
| GENERAL SERVICE FUND | | | | | | |
| USE OF MONEY & PROPERTY | | | | | | |
| Interest Earnings | 2,149 | 1,900 | 875 | 1,900 | 0.0% | 117.1% |
| TOTAL | 2,149 | 1,900 | 875 | 1,900 | 0.0% | 117.1% |
| OTHER MISC REVENUES | | | | | | |
| Miscellaneous Revenue | (171) | 0 | 100 | 0 | 0.0% | -100.0% |
| Sale of Assets | 4,580 | 0 | 4,580 | 0 | 0.0% | -100.0% |
| TOTAL | 4,409 | 0 | 4,680 | 0 | 0.0% | -100.0% |
| TOTAL | 6,558 | 1,900 | 5,555 | 1,900 | 0.0% | -65.8% |
| TOTAL ENTERPRISE FUNDS | \$2,237,141 | \$2,213,500 | \$2,243,060 | \$2,355,900 | 6.4% | 5.0% |

Departmental Budgets

Budget Summaries by Department/Program

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|------------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| GENERAL FUND OPERATIONS | | | | | | |
| City Council | 25,693 | 28,000 | 24,871 | 29,300 | 4.6% | 17.8% |
| City Manager | 131,655 | 198,002 | 177,415 | 193,093 | -2.5% | 8.8% |
| City Clerk | 94,674 | 126,029 | 108,984 | 118,680 | -5.8% | 8.9% |
| Finance | 185,467 | 200,624 | 199,257 | 206,755 | 3.1% | 3.8% |
| City Attorney | 112,210 | 152,000 | 130,007 | 162,300 | 6.8% | 24.8% |
| Community Services | 29,675 | 27,094 | 27,094 | 27,931 | 3.1% | 3.1% |
| Town Committees | 26,048 | 32,187 | 33,205 | 62,903 | 95.4% | 89.4% |
| Public Safety | 590,400 | 700,580 | 589,398 | 625,740 | -10.7% | 6.2% |
| Planning | 391,915 | 522,880 | 480,565 | 520,534 | -0.4% | 8.3% |
| Building | 303,522 | 333,000 | 296,438 | 336,551 | 1.1% | 13.5% |
| Engineering | 267,619 | 369,169 | 326,677 | 470,871 | 27.5% | 44.1% |
| Public Works | 555,614 | 824,685 | 683,766 | 1,267,552 | 53.7% | 85.4% |
| TOTAL | 2,714,493 | 3,514,250 | 3,077,677 | 4,022,210 | 14.5% | 30.7% |
| ENTERPRISE FUNDS OPERATIONS | | | | | | |
| Sewer Fund | 412,820 | 470,286 | 465,760 | 825,766 | 75.6% | 77.3% |
| Solid Waste | 1,363,124 | 1,431,269 | 1,385,310 | 1,451,781 | 1.4% | 4.8% |
| TOTAL | 1,775,945 | 1,901,555 | 1,851,070 | 2,277,547 | 19.8% | 23.0% |
| TOTAL OPERATIONS BUDGET | \$4,490,437 | \$5,415,805 | \$4,928,747 | \$6,299,757 | 16.3% | 27.8% |

City Council

The City Council budget for fiscal year 2000-01 contains no major changes from the prior year. Minor adjustments to line items have been made in order to more closely reflect actual spending trends.

City Council

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|---------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 15,000 | 15,000 | 14,500 | 15,000 | 0.0% | 3.4% |
| TOTAL | 15,000 | 15,000 | 14,500 | 15,000 | 0.0% | 3.4% |
| OPERATING EXPENSES | | | | | | |
| Office Supplies | 54 | 0 | 0 | 0 | 0.0% | 0.0% |
| Printing & Copying | 499 | 800 | 303 | 1,000 | 25.0% | 230.0% |
| Other Supplies/Materials | 0 | 0 | 38 | 0 | 0.0% | -100.0% |
| City Membership | 6,153 | 6,400 | 6,330 | 6,500 | 1.6% | 2.7% |
| Travel & Meetings | 1,269 | 2,000 | 2,000 | 3,000 | 50.0% | 50.0% |
| Special Events & Awards | 2,391 | 3,500 | 1,700 | 3,500 | 0.0% | 105.9% |
| Other General Expense | 328 | 300 | 0 | 300 | 0.0% | 0.0% |
| TOTAL | 10,693 | 13,000 | 10,371 | 14,300 | 10.0% | 37.9% |
| GRAND TOTAL | \$25,693 | \$28,000 | \$24,871 | \$29,300 | 4.6% | 17.8% |

City Manager

The placement of a full-time City Manager in September 1999 is reflected in increased salary costs in this department as compared to prior years. As anticipated, more resources have been available for addressing Town Hall issues and project management. Although the position of City Manager is currently vacant, a full year of salary cost has been budgeted, as well as contractual expense for the beginning months of the fiscal year.

The \$30,000 included in last year's operating budget for consulting services to continue a formal review of the Town Hall facility has not been accomplished. Council established a Building Committee in November 1999 to recommend an approach to the major repair or replacement of the current facilities. The Committee concluded that major structural deficiencies might economically preclude repair of the existing Town Hall building. No funding has been proposed within the 2000-01 operating budget for a consultant contract to assist with this issue, as the type and extent of such work has yet to be determined.

The City Manager's contingency account is proposed to remain at \$20,000 to cover small, unbudgeted projects that should not wait for the next year fiscal budget. A current year draw on the contingency account funded the additional cost of a new color laser printer.

City Manager

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 92,824 | 111,041 | 107,975 | 112,905 | 1.7% | 4.6% |
| Benefits | 24,099 | 23,924 | 28,960 | 25,164 | 5.2% | -13.1% |
| TOTAL | 116,923 | 134,965 | 136,935 | 138,069 | 2.3% | 0.8% |
| OPERATING EXPENSES | | | | | | |
| Advertising/Publishing | 98 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other Program & Proj Consult | 3,185 | 30,000 | 3,000 | 15,000 | -50.0% | 400.0% |
| Art & Photo | 25 | 0 | 25 | 0 | 0.0% | -100.0% |
| Printing & Copying | 0 | 0 | 17 | 0 | 0.0% | -100.0% |
| Books/Films/Publications | 0 | 300 | 0 | 300 | 0.0% | 0.0% |
| Other Supplies/Materials | 40 | 0 | 0 | 200 | 0.0% | 0.0% |
| City Membership | 35 | 1,000 | 875 | 1,000 | 0.0% | 14.3% |
| Mileage Reimbursement | 31 | 0 | 0 | 0 | 0.0% | 0.0% |
| Travel & Meetings | 1,089 | 1,500 | 2,000 | 2,500 | 66.7% | 25.0% |
| Instruction & Training | 215 | 500 | 0 | 500 | 0.0% | 0.0% |
| On-Line Service | 244 | 0 | 26 | 0 | 0.0% | -100.0% |
| Other General Expense | 59 | 150 | 300 | 500 | 233.3% | 66.7% |
| City Manager's Contingency | 0 | 15,350 | 20,000 | 20,000 | 30.3% | 0.0% |
| TOTAL | 5,021 | 48,800 | 26,243 | 40,000 | -18.0% | 52.4% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 9,177 | 13,587 | 13,587 | 14,843 | 9.2% | 9.2% |
| Office Equip Capital Alloc | 534 | 650 | 650 | 181 | -72.2% | -72.2% |
| TOTAL | 9,711 | 14,237 | 14,237 | 15,024 | 5.5% | 5.5% |
| GRAND TOTAL | \$131,655 | \$198,002 | \$177,415 | \$193,093 | -2.5% | 8.8% |

City Clerk

The only significant change in the City Clerk's budget for the fiscal year 2000-2001 is the addition of an \$8,000 election expense. The next General Municipal Election will be held in November 2000.

The 1999-2000 budget included the initial establishment of the Town's website. Although the City Clerk's Office is responsible for updating the Town's web page with current Council agendas and other notices of public information, funding for the technical maintenance and revisions to the web site is now included in the Town Center Operations contract services budget.

City Clerk

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 47,503 | 54,007 | 51,100 | 53,103 | -1.7% | 3.9% |
| Benefits | 14,559 | 14,282 | 14,503 | 12,238 | -14.3% | -15.6% |
| TOTAL | 62,062 | 68,289 | 65,603 | 65,341 | -4.3% | -0.4% |
| OPERATING EXPENSES | | | | | | |
| Advertising/Publishing | 9,013 | 15,000 | 9,000 | 15,000 | 0.0% | 66.7% |
| Programming & Computer | 0 | 10,000 | 8,000 | 0 | -100.0% | -100.0% |
| Other Program & Proj Consult | 650 | 4,000 | 3,000 | 4,000 | 0.0% | 33.3% |
| Printing & Copying | 1,168 | 2,000 | 100 | 2,000 | 0.0% | 1900.0% |
| Microfilm Services | 5,559 | 6,500 | 6,500 | 6,500 | 0.0% | 0.0% |
| Books/Films/Publications | 318 | 350 | 341 | 350 | 0.0% | 2.6% |
| Records Management Supplies | 0 | 2,000 | 0 | 2,000 | 0.0% | 0.0% |
| City Membership | 159 | 200 | 150 | 200 | 0.0% | 33.3% |
| Postage | 15 | 0 | 0 | 0 | 0.0% | 0.0% |
| Mileage Reimbursement | 102 | 100 | 100 | 100 | 0.0% | 0.0% |
| Travel & Meetings | 426 | 1,000 | 100 | 1,000 | 0.0% | 900.0% |
| Instruction & Training | 0 | 500 | 0 | 500 | 0.0% | 0.0% |
| Bulk Postage Meter | 100 | 0 | 0 | 0 | 0.0% | 0.0% |
| Election Expense | 3,632 | 2,500 | 2,500 | 8,000 | 220.0% | 220.0% |
| TOTAL | 21,141 | 44,150 | 29,791 | 39,650 | -10.2% | 33.1% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 7,872 | 10,679 | 10,679 | 10,242 | -4.1% | -4.1% |
| Office Equip Capital Alloc | 458 | 511 | 511 | 125 | -75.5% | -75.5% |
| Corp Yard Allocation | 3,141 | 2,400 | 2,400 | 3,322 | 38.4% | 38.4% |
| TOTAL | 11,471 | 13,590 | 13,590 | 13,689 | 0.7% | 0.7% |
| GRAND TOTAL | \$94,674 | \$126,029 | \$108,984 | \$118,680 | -5.8% | 8.9% |

Finance

In recent years the Finance Department has focused on customizing the financial system, purchased in 1997-98, to better meet the accounting and reporting needs of the Town. The financial system and related processes are now fairly stabilized, although new reporting requirements established by the Governmental Accounting Standards Board (GASB) Board will result in continued emphasis in maintaining financial information in an integrated, flexible data base. GASB Statement No.34 presents to state and local governments a new financial reporting model that must be implemented by the end of the 2003-2004 fiscal year. The key implementation challenge of the new financial reporting model lies in the capitalization and depreciation of general infrastructure assets. The Instruction and Training budget has been increased slightly so that the Town can formulate an informed and reasonable approach in implementing this significant change.

The decreased salary budget in the Finance Department is the result of an adjustment in the allocation of the Office Manager/Accountant position cost into the Town Center salary budget. Facilities use and maintenance management will continue to require more attention until the Town Hall building issues can be resolved.

Funding for recruitment expenses is included in the Finance Department budget. In a time of very tight labor markets, \$8,000 has been requested for the cost of employment advertising for the new and vacant positions anticipated in the 2000-01 fiscal year, an increase of \$4,000 over the prior year's budget.

Finance

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|-------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 109,767 | 117,621 | 117,571 | 116,857 | -0.6% | -0.6% |
| Benefits | 33,629 | 32,976 | 31,569 | 26,925 | -18.3% | -14.7% |
| TOTAL | 143,396 | 150,597 | 149,140 | 143,782 | -4.5% | -3.6% |
| OPERATING EXPENSES | | | | | | |
| Audit & Financial | 12,179 | 13,750 | 13,750 | 20,000 | 45.5% | 45.5% |
| Programming & Computer | 1,138 | 1,200 | 1,900 | 4,800 | 300.0% | 152.6% |
| Contract Personnel | 900 | 1,500 | 400 | 1,500 | 0.0% | 275.0% |
| Software Maintenance Contract | 3,414 | 3,500 | 3,500 | 3,500 | 0.0% | 0.0% |
| Office Supplies | 31 | 50 | 50 | 50 | 0.0% | 0.0% |
| Printing & Copying | 953 | 1,200 | 1,500 | 1,200 | 0.0% | -20.0% |
| Books/Films/Publications | 141 | 150 | 300 | 200 | 33.3% | -33.3% |
| Computer Software | 0 | 350 | 900 | 1,100 | 214.3% | 22.2% |
| City Membership | 520 | 560 | 550 | 560 | 0.0% | 1.8% |
| Mileage Reimbursement | 204 | 200 | 100 | 200 | 0.0% | 100.0% |
| Travel & Meetings | 1,388 | 1,500 | 1,700 | 1,500 | 0.0% | -11.8% |
| Instruction & Training | 749 | 750 | 250 | 1,000 | 33.3% | 300.0% |
| Bank Fees | 817 | 250 | 200 | 250 | 0.0% | 25.0% |
| Town Recruitment | 3,771 | 4,000 | 4,000 | 8,000 | 100.0% | 100.0% |
| Personnel Testing | 0 | 500 | 500 | 500 | 0.0% | 0.0% |
| Collections fees | 203 | 250 | 200 | 250 | 0.0% | 25.0% |
| Other General Expense | 31 | 200 | 200 | 200 | 0.0% | 0.0% |
| TOTAL | 26,440 | 29,910 | 30,000 | 44,810 | 49.8% | 49.4% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 13,289 | 18,053 | 18,053 | 16,304 | -9.7% | -9.7% |
| Office Equip Capital Alloc | 773 | 864 | 864 | 198 | -77.1% | -77.1% |
| Corp Yard Allocation | 1,571 | 1,200 | 1,200 | 1,661 | 38.4% | 38.4% |
| TOTAL | 15,632 | 20,117 | 20,117 | 18,163 | -9.7% | -9.7% |
| GRAND TOTAL | <u>\$185,467</u> | <u>\$200,624</u> | <u>\$199,257</u> | <u>\$206,755</u> | <u>3.1%</u> | <u>3.8%</u> |

City Attorney

The City Attorney's total budget reflects a 6.5% increase over the fiscal year 1999/2000 budget. Billable charges for applicant work are expected to increase slightly as the result of an anticipated increase in development applications.

An increase is also shown for the insurance line item. This net cost has increased due to a higher premium from the recent claims activity in the Town as well as a slightly higher loss experience at ABAG Plan Corp (the Town's insurance pool). In addition, year-end equity distributions to the member agencies are expected to drop as ABAG continues to refine the premium amount charged at the beginning of each year.

It is difficult to predict the amount of claims settlement expenses to be incurred, as the number and size of claims can vary widely. A \$20,000 budget for this line item is retained for fiscal year 2000-01, although claims expenses in the current year were relatively low.

City Attorney

| | Actual | Adopted | Estimated | Adopted | % Change | % Change |
|-----------------------------|------------|------------|------------|------------|------------|------------|
| | FY 1998-99 | FY 1999-00 | FY 1999-00 | FY 2000-01 | From 99-00 | From 99-00 |
| | | | | | Adj Budg | Estimated |
| OPERATING EXPENSES | | | | | | |
| Legal - City Attorney | 57,542 | 49,000 | 42,000 | 44,000 | -10.2% | 4.8% |
| Attorney Fees - Billable | 11,398 | 15,000 | 15,000 | 18,000 | 20.0% | 20.0% |
| Insurance | 20,499 | 38,000 | 32,800 | 50,000 | 31.6% | 52.4% |
| Travel & Meetings | 333 | 0 | 207 | 300 | 0.0% | 44.9% |
| Liability Claims Settlement | 11,594 | 30,000 | 30,000 | 30,000 | 0.0% | 0.0% |
| ABAG Attorney Expenses | 10,844 | 20,000 | 10,000 | 20,000 | 0.0% | 100.0% |
| TOTAL | 112,210 | 152,000 | 130,007 | 162,300 | 6.8% | 24.8% |
| GRAND TOTAL | \$112,210 | \$152,000 | \$130,007 | \$162,300 | 6.8% | 24.8% |

Community Services

The individual Community Service budgets shown are the amounts requested by each of the community organizations that have been funded in varying amounts in past years.

The Town has this year received a funding request from the Los Altos Historical Museum. This group has worked closely with the Los Altos Hills Historical Society, so the request is listed as a joint budget. In addition, the Council approved a contribution to the Morgan Center last year, and may wish to consider an additional contribution this year.

The 1999-2000 “estimate” shows amounts actually approved and dispersed for each of the funded organizations by the Town in the current fiscal year.

Community Services

| | Actual | Adopted Budget | Estimated Actual | Adopted Budget | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|--------------------------------|-----------------|-------------------|---------------------|-------------------|------------------------------------|-------------------------------------|
| | FY 1998-99 | FY 1999-00 | FY 1999-00 | FY 2000-01 | | |
| CHAC | 7,375 | 7,744 | 7,744 | 8,131 | 5.0% | 5.0% |
| Los Altos Senior Center | 1,000 | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| Community Services Agency | 11,000 | 11,500 | 11,500 | 12,000 | 4.3% | 4.3% |
| Chamber of Commerce | 800 | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| Mid-Peninsula Support Council | 1,500 | 1,500 | 1,500 | 1,500 | 0.0% | 0.0% |
| Joint Venture SVN | 2,000 | 2,000 | 2,000 | 2,000 | 0.0% | 0.0% |
| Los Altos Mediation Program | 1,000 | 1,250 | 1,250 | 1,300 | 4.0% | 4.0% |
| Los Altos Senior Coord Council | 0 | 100 | 100 | 0 | -100.0% | -100.0% |
| LAH Historical Society/Museum | 4,000 | 0 | 0 | 0 | 0.0% | 0.0% |
| Morgan Center | 1,000 | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| GRAND TOTAL | \$29,675 | \$27,094 | \$27,094 | \$27,931 | 3.1% | 3.1% |

Town Committees

Each year the Town's volunteer committees are asked to submit their budget needs to Staff for inclusion in the budget. The total budget requested by each Committee is shown in this budget proposal. Council is asked to review these budget requests, and the approved budgets will be shown individually for each committee as a separate line item in the adopted budget document. In the past, Council has approved certain Committee proposals to be included in an appropriate operating department's budget.

The Community Relations Committee's proposed budget is comprised of \$14,800 for the quarterly Town newsletter, \$8,400 for the annual spring event, with the remaining \$200 for miscellaneous small projects.

The Pathways Committee's budget proposal includes \$15,000 for updating of the Town's pathway map. Certain proposed park and pathway improvements proposed by the Committee have been included in the Public Works' Pathways/Parks/Open Space operating budget.

The Safety Committee has proposed \$7,900 for the Neighborhood Coordinator Program to provide radio hardware for use during emergencies. \$1,400 has been proposed for the Emergency Preparedness Program for the installation of various radio and backup communications.

The Town Art Curator's budget of \$2,000 will be used to continue to promote and sponsor the art displays and receptions for local artists.

A \$3,000 budget for the newly-established Recreation and Parks Committee has been provided. Funding for the Investment Advisory Committee has not yet been determined.

Town Committees

| | Actual | Adopted | Estimated | Adopted | % Change | % Change |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|--------------|--------------|
| | FY 1998-99 | Budget | Actual | Budget | From 99-00 | From 99-00 |
| | | FY 1999-00 | FY 1999-00 | FY 2000-01 | Adj Budg | Estimated |
| Town Committees | 1,390 | 0 | 0 | 0 | 0.0% | 0.0% |
| Community Relations Committee | 0 | 0 | 0 | 203 | 0.0% | 0.0% |
| Town Newsletters | 9,638 | 12,800 | 12,800 | 14,800 | 15.6% | 15.6% |
| Community Relation Events | 4,111 | 4,223 | 7,191 | 8,400 | 98.9% | 16.8% |
| Environmental Design & Protect | 240 | 600 | 600 | 500 | -16.7% | -16.7% |
| Finance Committee | 11 | 0 | 200 | 200 | 0.0% | 0.0% |
| Pathways Committee | 642 | 600 | 600 | 16,000 | 2566.7% | 2566.7% |
| Safety Committee | 347 | 0 | 0 | 0 | 0.0% | 0.0% |
| Emergency Preparedness | 1,024 | 1,964 | 1,964 | 1,400 | -28.7% | -28.7% |
| Neighborhood Coordinator Progr | 0 | 2,000 | 0 | 7,900 | 295.0% | 0.0% |
| Utility and Info Systems Comm. | 141 | 1,500 | 1,500 | 2,000 | 33.3% | 33.3% |
| Town Curator | 3,584 | 2,000 | 2,000 | 2,000 | 0.0% | 0.0% |
| Volunteer Recognition | 4,920 | 6,500 | 6,350 | 6,500 | 0.0% | 2.4% |
| Recreation and Parks Committee | 0 | 0 | 0 | 3,000 | 0.0% | 0.0% |
| GRAND TOTAL | \$26,048 | \$32,187 | \$33,205 | \$62,903 | 95.4% | 89.4% |

Public Safety

Fiscal Year 1999-2000 was the third year of the current five-year contract with the Santa Clara County Sheriff's Department that commenced on July 1, 1997. The contract requires that yearly cost adjustments to the Town be equal to CPI plus 2%, which is calculated to be approximately 6.0% for the upcoming year. However, budgetary savings have been experienced by the Sheriff's Office in prior years to the benefit of the contracting agencies. County Communication's costs are included in the Sheriff's Department budget. Fingerprinting costs of the Cal I.D. program are proposed to by a smaller margin to \$5,900, and booking fees are projected to run about \$3,600. Although it is not known at this time what the COPS grant funding will be for 2000-01 fiscal year, Staff has included a line item budget similar in size to past year funding.

The proposed budget for animal control has been increased slightly, although the cost of a new agreement with the City of Palo Alto to provide these services has not yet been determined. An extension of the agreement will be needed as the contract is still being negotiated with other municipal participants. The previous contract for animal control services has kept the Town's animal control costs level for the past three years.

Public Safety

| | Actual | Adopted | Estimated | Adopted | % Change | % Change |
|---------------------------|------------|------------|------------|------------|------------|------------|
| | FY 1998-99 | FY 1999-00 | FY 1999-00 | FY 2000-01 | From 99-00 | From 99-00 |
| | | | | | Adj Budg | Estimated |
| OPERATING EXPENSES | | | | | | |
| Animal Control | 35,358 | 35,358 | 35,358 | 46,240 | 30.8% | 30.8% |
| Law Enforcement | 546,236 | 656,000 | 545,000 | 570,000 | -13.1% | 4.6% |
| Booking Fees | 3,418 | 3,600 | 3,418 | 3,600 | 0.0% | 5.3% |
| Fingerprinting | 5,388 | 5,622 | 5,622 | 5,900 | 4.9% | 4.9% |
| TOTAL | 590,400 | 700,580 | 589,398 | 625,740 | -10.7% | 6.2% |
| GRAND TOTAL | \$590,400 | \$700,580 | \$589,398 | \$625,740 | -10.7% | 6.2% |

Planning

The Planning Department processed an increased level of permit activity in the 1999-2000 fiscal year, as compared with the previous year, partially due to the beginning of buildout of the Quarry Hills subdivision. There was a proportional increase in the need for contract services and billable charges to applicants. Although the Department's total budget was not significantly affected, the resignation of the Planning Director and his subsequent contract status resulted in significant mid-year adjustments to increase contract service costs while decreasing staff salaries. The 2000-01 budget includes a full-time salary for a Planning Director and reduced contract costs.

Due to the continued high level of project review anticipated and the need to accomplish a number of ordinance and policy changes at Council direction, the budget includes \$35,000 for contract planner assistance for project review (\$20,000 billable to applicants) and in-house support, and \$5,000 for some of the other work program items, particularly for implementation of adopted Housing Element and Circulation Element policies and programs.

The Department made substantial progress in the update of the Land Use Element of the General Plan, including several meetings of the Land Use Element Committee, and the preparation of a Community Preferences Survey to be sent to Town residents in the fall. The Land Use Element should be completed in the coming year. A total of \$30,000 was set aside in the prior fiscal year for General Plan contract assistance, intended to fund continuing work on the General Plan update. Approximately two-thirds of that amount was utilized. The 2000-01 budget includes an additional \$30,000 to continue the consultant work, which will focus solely on the Land Use Element at this time. Other elements will be addressed in future years.

Also included in the Program & Project Consultant Budget is \$15,000 for an evaluation of the level of development fees currently charged by the Town. It is hoped that staff workloads will allow support for such a study of fees and approximate service costs in the 2000-01 fiscal year.

Computer support and intern costs are maintained at a minimal level in the current Planning budget. Computer support is provided for troubleshooting and data updates, and an intern is expected to be used only for a portion of the year, partly for data updates and otherwise to assist with current planning projects. Funds are also budgeted for staff and Planning Commission training, which staff hopes to make available this year.

Although Planning Department expenditures as a whole are decreased from the 1999-2000 adjusted budget, fee revenues are also estimated to decrease by approximately 5-10% from the past year, as the Quarry Hills subdivision homes complete the planning review process.

Planning

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 206,920 | 214,097 | 177,072 | 232,103 | 8.4% | 31.1% |
| Benefits | 61,520 | 64,024 | 46,084 | 51,672 | -19.3% | 12.1% |
| TOTAL | 268,440 | 278,121 | 223,156 | 283,775 | 2.0% | 27.2% |
| OPERATING EXPENSES | | | | | | |
| Professional Planner Svcs | 3,279 | 49,500 | 38,000 | 15,000 | -69.7% | -60.5% |
| Advertising/Publishing | 328 | 250 | 1,600 | 1,500 | 500.0% | -6.3% |
| Programming & Computer | 666 | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| Other Program & Proj Consult | 16,878 | 30,000 | 20,000 | 45,000 | 50.0% | 125.0% |
| Contract Personnel | 385 | 10,000 | 5,000 | 5,000 | -50.0% | 0.0% |
| Contract Services, Billable | 0 | 1,000 | 0 | 0 | -100.0% | 0.0% |
| Prof Planner Svcs, Billable | 813 | 0 | 20,000 | 20,000 | 0.0% | 0.0% |
| Geologist Charges - Billable | 62,626 | 100,000 | 120,000 | 100,000 | 0.0% | -16.7% |
| Office Supplies | 14 | 0 | 0 | 0 | 0.0% | 0.0% |
| Art & Photo | 72 | 100 | 50 | 100 | 0.0% | 100.0% |
| Printing & Copying | 875 | 1,000 | 800 | 1,000 | 0.0% | 25.0% |
| Books/Films/Publications | 12 | 100 | 150 | 150 | 50.0% | 0.0% |
| Other Supplies/Materials | 6 | 0 | 0 | 0 | 0.0% | 0.0% |
| City Membership | 373 | 500 | 0 | 500 | 0.0% | 0.0% |
| Mileage Reimbursement | 306 | 300 | 400 | 400 | 33.3% | 0.0% |
| Travel & Meetings | 941 | 2,100 | 1,500 | 2,000 | -4.8% | 33.3% |
| Instruction & Training | 1,425 | 2,500 | 2,500 | 2,000 | -20.0% | -20.0% |
| Special Events & Awards | 42 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other General Expense | 2 | 100 | 100 | 100 | 0.0% | 0.0% |
| TOTAL | 89,043 | 198,450 | 211,100 | 193,750 | -2.4% | -8.2% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 32,539 | 44,195 | 44,195 | 42,492 | -3.9% | -3.9% |
| Office Equip Capital Alloc | 1,892 | 2,114 | 2,114 | 517 | -75.5% | -75.5% |
| TOTAL | 34,432 | 46,309 | 46,309 | 43,009 | -7.1% | -7.1% |
| GRAND TOTAL | \$391,915 | \$522,880 | \$480,565 | \$520,534 | -0.4% | 8.3% |

Building

The Building Department continued to process a very high level of permits in 1999-00, though revenues dipped a bit from the prior year. Many of the planning approvals for the Quarry Hills subdivision, while through the planning review process, have not yet been issued building permits. No increases in staffing were necessary over the prior year. Contract plan check review costs appear to be very close to those incurred during the prior year.

Permit activity for 2000-01 is expected to increase over the prior year, due to the frantic pace of development of the Quarry Hills subdivision and the Planning Department's backlog of site development permits. Plan check and geotechnical review costs are expected to increase slightly as a result of the increased permit activity, but will be covered by the increased revenues.

Building

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|--------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 142,197 | 146,442 | 125,881 | 155,991 | 6.5% | 23.9% |
| Benefits | 43,483 | 42,513 | 33,821 | 35,611 | -16.2% | 5.3% |
| TOTAL | 185,680 | 188,955 | 159,702 | 191,602 | 1.4% | 20.0% |
| OPERATING EXPENSES | | | | | | |
| Advertising/Publishing | 91 | 0 | 91 | 0 | 0.0% | -100.0% |
| Programming & Computer | 463 | 1,500 | 1,200 | 1,000 | -33.3% | -16.7% |
| Contract Plan Checks | 78,063 | 95,000 | 90,000 | 100,000 | 5.3% | 11.1% |
| Inspection & Testing | 5,175 | 5,000 | 4,000 | 5,000 | 0.0% | 25.0% |
| Contract Services, Billable | 580 | 0 | 0 | 0 | 0.0% | 0.0% |
| Printing & Copying | 202 | 250 | 50 | 100 | -60.0% | 100.0% |
| Books/Films/Publications | 399 | 250 | 400 | 400 | 60.0% | 0.0% |
| Gas and Oil | 75 | 0 | 0 | 0 | 0.0% | 0.0% |
| City Membership | 385 | 500 | 300 | 500 | 0.0% | 66.7% |
| Mileage Reimbursement | 13 | 50 | 50 | 50 | 0.0% | 0.0% |
| Travel & Meetings | 425 | 200 | 100 | 250 | 25.0% | 150.0% |
| Instruction & Training | 319 | 1,250 | 500 | 1,000 | -20.0% | 100.0% |
| Other General Expense | 37 | 50 | 50 | 50 | 0.0% | 0.0% |
| TOTAL | 86,228 | 104,050 | 96,741 | 108,350 | 4.1% | 12.0% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 22,329 | 29,800 | 29,800 | 27,062 | -9.2% | -9.2% |
| Office Equip Capital Alloc | 1,299 | 1,426 | 1,426 | 329 | -76.9% | -76.9% |
| Vehical Equip Operations Alloc | 7,985 | 8,769 | 8,769 | 9,208 | 5.0% | 5.0% |
| TOTAL | 31,613 | 39,995 | 39,995 | 36,599 | -8.5% | -8.5% |
| GRAND TOTAL | \$303,522 | \$333,000 | \$296,438 | \$336,551 | 1.1% | 13.5% |

Engineering

A new position, City Engineer/Public Works Director has been proposed for the Engineering Operations budget. Since the start date and salary for the new position is unknown, a \$100,000 place holder has been included in salaries, and the associated benefits have been calculated. Although the cost for the Town's Contract Engineer should be reduced over time, it has been budgeted at the same level as experienced in fiscal year 99-00.

The budget for Engineer Charges for billable plan review work has been increased to \$120,000, as the volume of projects anticipated for the fiscal year should approximate that experienced in 1999-2000.

The speed radar survey/study funded last year was not performed, as the law now allows the Town's current survey to suffice until the 2002. The Other Consultant's budget for fiscal year 2000-01 includes \$20,000 to provide for a consultant to assist in establishing more effective use of the GIS system for mapping of the Town's various infrastructure systems. The contract would include set up, customization and staff training.

Engineering

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Adopted Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|------------------------------|----------------------|---------------------------------|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 100,788 | 118,319 | 95,409 | 209,157 | 76.8% | 119.2% |
| Benefits | 30,448 | 43,145 | 25,613 | 47,738 | 10.6% | 86.4% |
| TOTAL | 131,237 | 161,464 | 121,022 | 256,895 | 59.1% | 112.3% |
| OPERATING EXPENSES | | | | | | |
| Engineering Consultants | 7,807 | 10,000 | 30,000 | 30,000 | 200.0% | 0.0% |
| Advertising/Publishing | 115 | 150 | 100 | 150 | 0.0% | 50.0% |
| Programming & Computer | 975 | 3,000 | 1,000 | 800 | -73.3% | -20.0% |
| Other Program & Proj Consult | 4,817 | 15,000 | 0 | 20,000 | 33.3% | 0.0% |
| Contract Personnel | 38,910 | 15,000 | 5,000 | 0 | -100.0% | -100.0% |
| Engineering Chrgs - Billable | 51,101 | 120,000 | 125,000 | 125,000 | 4.2% | 0.0% |
| Office Supplies | 289 | 0 | 0 | 500 | 0.0% | 0.0% |
| Minor Tools & Field Work | 14 | 0 | 0 | 0 | 0.0% | 0.0% |
| Art & Photo | 2 | 0 | 0 | 0 | 0.0% | 0.0% |
| Printing & Copying | 1,099 | 1,200 | 1,200 | 800 | -33.3% | -33.3% |
| Books/Films/Publications | 99 | 200 | 200 | 200 | 0.0% | 0.0% |
| Computer Software | 4,854 | 2,000 | 2,000 | 1,500 | -25.0% | -25.0% |
| City Membership | 90 | 100 | 100 | 0 | -100.0% | -100.0% |
| Mileage Reimbursement | 547 | 1,500 | 1,500 | 1,000 | -33.3% | -33.3% |
| Travel & Meetings | 727 | 800 | 800 | 1,560 | 95.0% | 95.0% |
| Instruction & Training | 0 | 1,200 | 1,200 | 1,800 | 50.0% | 50.0% |
| Other General Expense | 50 | 300 | 300 | 300 | 0.0% | 0.0% |
| TOTAL | 111,496 | 170,450 | 168,400 | 183,610 | 7.7% | 9.0% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 23,518 | 35,554 | 35,554 | 30,001 | -15.6% | -15.6% |
| Office Equip Capital Alloc | 1,368 | 1,701 | 1,701 | 365 | -78.5% | -78.5% |
| TOTAL | 24,886 | 37,255 | 37,255 | 30,366 | -18.5% | -18.5% |
| GRAND TOTAL | <u>\$267,619</u> | <u>\$369,169</u> | <u>\$326,677</u> | <u>\$470,871</u> | <u>27.5%</u> | <u>44.1%</u> |

Playing Fields

This budget reflects the funding needed for maintenance of the Town's baseball playing fields adjacent to the Corporation Yard on Purissima Road. The Los Altos Hills Little League manages these playing fields. The Town shares with the Little League the cost of the maintenance of the fields, including landscape maintenance and water. Although a high level of capital improvements has been funded in the past 2 years, the budget has not been increased from last year's adopted budget and reflects a continued level of funding for the playing fields.

Playing Fields

| | Actual | Adopted | Estimated | Adopted | % Change | % Change |
|----------------------------|-----------------|-----------------|-----------------|-----------------|---------------|--------------|
| | FY 1998-99 | FY 1999-00 | FY 1999-00 | FY 2000-01 | From 99-00 | From 99-00 |
| | | | | | Adj Budg | Estimated |
| OPERATING EXPENSES | | | | | | |
| Lawncare/Landscaping | 28,040 | 34,734 | 34,734 | 28,100 | -19.1% | -19.1% |
| Printing & Copying | 16 | 100 | 100 | 100 | 0.0% | 0.0% |
| Telephone | 0 | 600 | 600 | 600 | 0.0% | 0.0% |
| Water | 7,663 | 14,000 | 10,000 | 12,000 | -14.3% | 20.0% |
| TOTAL | 35,718 | 49,434 | 45,434 | 40,800 | -17.5% | -10.2% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 3,215 | 4,364 | 4,364 | 4,389 | 0.6% | 0.6% |
| Office Equip Capital Alloc | 187 | 209 | 209 | 53 | -74.6% | -74.6% |
| TOTAL | 3,402 | 4,573 | 4,573 | 4,442 | -2.9% | -2.9% |
| GRAND TOTAL | \$39,120 | \$54,007 | \$50,007 | \$45,242 | -16.2% | -9.5% |

West Wind Barn

The fiscal year 2000-01 West Wind Barn budget has been increased to \$15,000: \$5000 for a small area of roof maintenance and \$10,000 to add rain gutters and down spouts. In accordance with the Town's Agreement with the Friends of Westwind Barn, the leasee pays the first \$1000 for repairs and the Town pays for the remainder.

Graffiti Abatement

| | Actual | Adopted | Estimated | Proposed | % Change | % Change |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|------------------|
| | FY 1998-99 | Budget | Actual | Budget | From 99-00 | From 99-00 |
| | <u>FY 1998-99</u> | <u>FY 1999-00</u> | <u>FY 1999-00</u> | <u>FY 2000-01</u> | <u>Adj Budg</u> | <u>Estimated</u> |
| OPERATING EXPENSES | | | | | | |
| Other Contract Services | 2,225 | 3,500 | 3,500 | 3,500 | 0.0% | 0.0% |
| TOTAL | 2,225 | 3,500 | 3,500 | 3,500 | 0.0% | 0.0% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 0 | 0 | 0 | 284 | 0.0% | 0.0% |
| Office Equip Capital Alloc | 0 | 0 | 0 | 3 | 0.0% | 0.0% |
| TOTAL | <u>0</u> | <u>0</u> | <u>0</u> | <u>287</u> | <u>0.0%</u> | <u>0.0%</u> |
| GRAND TOTAL | \$2,225 | \$3,500 | \$3,500 | \$3,787 | 8.2% | 8.2% |

Pathways/Parks/Open Space

The proposed Pathways/Parks/Open Space budget is significantly modified from that of prior years. Projected salary expense is decreased from prior year levels as the Town's Public Works Crew concentrates its efforts in other areas of deferred infrastructure maintenance, such as Storm Drainage. Pathway maintenance will be performed on a contractual basis, and \$200,000 is proposed to fund this contract. One member of the Maintenance Crew will be assigned to the task of monitoring and coordinating the contract and providing experiential information for this effort. The contract maintenance will include clearing, grading, and minor reconstruction tasks. It is hoped that this approach will allow a higher level of pathway maintenance than could be provided with the Town's limited staff.

Construction of new paths is included in the Capital Improvement Program budget. Trimming of trees and shrubs along the roads and pathways is included in the Street Operations budget, but some funding (\$6500) is provided here for the planting of new trees.

Pathways/Parks/Open Space

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|--------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 83,526 | 110,503 | 85,000 | 82,489 | -25.4% | -3.0% |
| Benefits | 25,459 | 30,860 | 22,777 | 18,906 | -38.7% | -17.0% |
| TOTAL | 108,985 | 141,363 | 107,777 | 101,395 | -28.3% | -5.9% |
| OPERATING EXPENSES | | | | | | |
| Lawncare/Landscaping | 1,500 | 0 | 0 | 0 | 0.0% | 0.0% |
| Tree Maintenance | 413 | 77,000 | 10,000 | 6,500 | -91.6% | -35.0% |
| Pathways Maintenance | 6,270 | 15,000 | 75,000 | 200,000 | 1233.3% | 166.7% |
| Pest Control | 99 | 0 | 0 | 0 | 0.0% | 0.0% |
| Weed Spraying | 12,000 | 12,000 | 12,000 | 12,000 | 0.0% | 0.0% |
| Mowing (For Weed Abatement) | 1,500 | 3,500 | 3,500 | 5,000 | 42.9% | 42.9% |
| Minor Tools & Field Work | 0 | 100 | 100 | 100 | 0.0% | 0.0% |
| Printing & Copying | 1,694 | 100 | 100 | 100 | 0.0% | 0.0% |
| Training & Safety | 0 | 500 | 0 | 500 | 0.0% | 0.0% |
| Construction Material | 2,593 | 5,000 | 1,000 | 5,000 | 0.0% | 400.0% |
| Signs | 401 | 1,500 | 0 | 4,500 | 200.0% | 0.0% |
| Other Supplies/Materials | 0 | 8,500 | 7,000 | 8,500 | 0.0% | 21.4% |
| Small Repairs | 60 | 0 | 0 | 0 | 0.0% | 0.0% |
| Travel & Meetings | 0 | 0 | 0 | 48 | 0.0% | 0.0% |
| Instruction & Training | 0 | 0 | 0 | 240 | 0.0% | 0.0% |
| Water | 981 | 1,000 | 1,200 | 1,200 | 20.0% | 0.0% |
| Other General Expense | 543 | 100 | 0 | 100 | 0.0% | 0.0% |
| Other Facility & Equipment | 0 | 6,300 | 6,300 | 6,300 | 0.0% | 0.0% |
| TOTAL | 28,053 | 130,600 | 116,200 | 250,088 | 91.5% | 115.2% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 14,077 | 18,457 | 18,457 | 25,942 | 40.6% | 40.6% |
| Office Equip Capital Alloc | 808 | 883 | 883 | 316 | -64.2% | -64.2% |
| Vehical Equip Operations Alloc | 19,964 | 21,923 | 21,923 | 23,020 | 5.0% | 5.0% |
| Corp Yard Allocation | 7,853 | 6,000 | 6,000 | 8,306 | 38.4% | 38.4% |
| TOTAL | 42,702 | 47,263 | 47,263 | 57,584 | 21.8% | 21.8% |
| GRAND TOTAL | <u>\$179,739</u> | <u>\$319,226</u> | <u>\$271,240</u> | <u>\$409,067</u> | <u>28.1%</u> | <u>50.8%</u> |

Graffiti Abatement

Graffiti abatement was first established as a separate cost program in fiscal year 1999-2000. The requested level of funding is based upon last year's experience with the program. When graffiti is found on private property, the property owners are given the option to have the Town remove the graffiti or to be reimbursed by the Town for the labor and materials to remove the graffiti.

Westwind Barn

| | Actual | Adopted | Estimated | Proposed | % Change | % Change |
|----------------------------|-----------------|----------------|----------------|-----------------|---------------|---------------|
| | FY 1998-99 | Budget | Actual | Budget | From 99-00 | From 99-00 |
| | | FY 1999-00 | FY 1999-00 | FY 2000-01 | Adj Budg | Estimated |
| PERSONNEL SERVICE | | | | | | |
| Salaries | 1,232 | 0 | 0 | 3,122 | 0.0% | 0.0% |
| Benefits | 377 | 0 | 0 | 718 | 0.0% | 0.0% |
| TOTAL | 1,610 | 0 | 0 | 3,840 | 0.0% | 0.0% |
| OPERATING EXPENSES | | | | | | |
| Facility Maint & Security | 0 | 5,000 | 0 | 15,000 | 200.0% | 0.0% |
| Sewer Main Repairs | 4,610 | 0 | 4,610 | 0 | 0.0% | -100.0% |
| Printing & Copying | 0 | 100 | 100 | 100 | 0.0% | 0.0% |
| Construction Material | 6,038 | 250 | 250 | 250 | 0.0% | 0.0% |
| Other Supplies/Materials | 0 | 250 | 250 | 250 | 0.0% | 0.0% |
| Other General Expense | 1 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 10,648 | 5,600 | 5,210 | 15,600 | 178.6% | 199.4% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 429 | 62 | 0 | 460 | 641.9% | 0.0% |
| Office Equip Capital Alloc | 25 | 3 | 0 | 6 | 100.0% | 0.0% |
| TOTAL | 454 | 65 | 0 | 466 | 616.9% | 0.0% |
| GRAND TOTAL | <u>\$12,712</u> | <u>\$5,665</u> | <u>\$5,210</u> | <u>\$19,906</u> | <u>251.4%</u> | <u>282.1%</u> |

Drainage Operations

In anticipation of contracting out pathway and tree maintenance for fiscal year 2000-01, more focus is planned for the maintenance of the Town's water courses and storm drains. Last year, due to injuries and vacancies in the maintenance crew, and a relatively mild winter, less storm drain maintenance was performed than anticipated. The budget reflects an increased focus in this area, while anticipating a mild winter.

Storm Drain Operations

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|--------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 37,712 | 86,911 | 52,300 | 80,629 | -7.2% | 54.2% |
| Benefits | 11,469 | 29,575 | 14,015 | 18,479 | -37.5% | 31.9% |
| TOTAL | 49,181 | 116,486 | 66,315 | 99,108 | -14.9% | 49.5% |
| OPERATING EXPENSES | | | | | | |
| Engineering Consultants | 0 | 12,500 | 12,500 | 12,500 | 0.0% | 0.0% |
| Storm Drain Maintenance | 0 | 10,000 | 1,000 | 10,000 | 0.0% | 900.0% |
| Minor Tools & Field Work | 0 | 750 | 750 | 750 | 0.0% | 0.0% |
| Printing & Copying | 0 | 50 | 50 | 50 | 0.0% | 0.0% |
| Construction Material | 64 | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| Other Supplies/Materials | 1,494 | 15,000 | 1,000 | 15,000 | 0.0% | 1400.0% |
| Permits for Operation | 12,844 | 5,000 | 5,000 | 5,000 | 0.0% | 0.0% |
| Mileage Reimbursement | 0 | 100 | 0 | 100 | 0.0% | 0.0% |
| Travel & Meetings | 0 | 0 | 0 | 48 | 0.0% | 0.0% |
| Instruction & Training | 0 | 500 | 0 | 240 | -52.0% | 0.0% |
| Other General Expense | 680 | 0 | 0 | 0 | 0.0% | 0.0% |
| TOTAL | 15,082 | 44,900 | 21,300 | 44,688 | -0.5% | 109.8% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 10,155 | 16,832 | 16,832 | 18,372 | 9.1% | 9.1% |
| Office Equip Capital Alloc | 641 | 805 | 805 | 224 | -72.2% | -72.2% |
| Vehical Equip Operations Alloc | 11,978 | 13,154 | 13,154 | 13,812 | 5.0% | 5.0% |
| Corp Yard Allocation | 7,853 | 6,000 | 6,000 | 8,306 | 38.4% | 38.4% |
| TOTAL | 30,627 | 36,791 | 36,791 | 40,714 | 10.7% | 10.7% |
| GRAND TOTAL | \$94,890 | \$198,177 | \$124,406 | \$184,510 | -6.9% | 48.3% |

Street Operations

The proposed budget for Street Operations for fiscal year 2000-01 reflects a major increase over the prior year's budget for contract tree trimming and tree maintenance along roads and pathways. The entire contracted effort, which is expected to cost approximately \$275,000, will be included in this budget rather than in both Street and Pathway Operations.

The Town Maintenance Crew will continue to perform minor street maintenance tasks such as pothole repairs, street signs and other miscellaneous repair and maintenance projects. One member of the maintenance crew will be assigned to the tree maintenance and trimming tasks to provide coordination, oversight and experiential direction. It is hoped that this approach will provide a higher level of tree maintenance service and reduce the large backlog of work in this area.

An additional \$48,000 is included for monthly street sweeping. Currently streets are swept twice a year, in the spring and in the fall. This will be increase to once a month.

Street Operations

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|--------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 103,122 | 84,767 | 92,750 | 128,821 | 52.0% | 38.9% |
| Benefits | 31,457 | 20,294 | 24,854 | 29,563 | 45.7% | 18.9% |
| TOTAL | 134,578 | 105,061 | 117,604 | 158,384 | 50.8% | 34.7% |
| OPERATING EXPENSES | | | | | | |
| Lawncare/Landscaping | 150 | 0 | 0 | 0 | 0.0% | 0.0% |
| Tree Maintenance | 589 | 30,000 | 5,000 | 275,000 | 816.7% | 5400.0% |
| Weed Spraying | 8,800 | 7,500 | 7,500 | 7,500 | 0.0% | 0.0% |
| Traffic Signal Maintenance | 4,411 | 5,100 | 5,100 | 5,100 | 0.0% | 0.0% |
| Traffic Signal Repair/Replace | 295 | 2,500 | 2,000 | 2,500 | 0.0% | 25.0% |
| Street Sweeping | 283 | 12,000 | 12,000 | 60,000 | 400.0% | 400.0% |
| Street Maintenance | 10,700 | 15,000 | 10,000 | 15,000 | 0.0% | 50.0% |
| Printing & Copying | 0 | 100 | 100 | 100 | 0.0% | 0.0% |
| Construction Material | 4,792 | 0 | 9,000 | 10,000 | 0.0% | 11.1% |
| Signs | 4,621 | 3,400 | 4,000 | 3,500 | 2.9% | -12.5% |
| Other Supplies/Materials | 190 | 6,500 | 100 | 1,000 | -84.6% | 900.0% |
| Mileage Reimbursement | 76 | 0 | 50 | 0 | 0.0% | -100.0% |
| Travel & Meetings | 0 | 0 | 0 | 48 | 0.0% | 0.0% |
| Instruction & Training | 0 | 0 | 0 | 240 | 0.0% | 0.0% |
| Electric | 9,712 | 7,500 | 7,500 | 7,500 | 0.0% | 0.0% |
| Congestion Management | 3,422 | 3,500 | 3,500 | 3,500 | 0.0% | 0.0% |
| Other General Expense | 361 | 200 | 200 | 200 | 0.0% | 0.0% |
| TOTAL | 48,402 | 93,300 | 66,050 | 391,188 | 319.3% | 492.3% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 15,283 | 17,012 | 17,012 | 23,852 | 40.2% | 40.2% |
| Office Equip Capital Alloc | 849 | 814 | 814 | 290 | -64.4% | -64.4% |
| Vehical Equip Operations Alloc | 19,964 | 21,923 | 21,923 | 23,020 | 5.0% | 5.0% |
| Corp Yard Allocation | 7,853 | 6,000 | 6,000 | 8,306 | 38.4% | 38.4% |
| TOTAL | 43,948 | 45,749 | 45,749 | 55,468 | 21.2% | 21.2% |
| GRAND TOTAL | \$226,928 | \$244,110 | \$229,403 | \$605,040 | 147.9% | 163.7% |

Solid Waste Operations

The Town is in the third year of a five year franchise agreement with the Los Altos Garbage Company (LAGCo). In addition to regular garbage collection services, the agreement provides for curbside collection of yardwaste and a mixed paper recycling collection program.

The Solid Waste Fund budget reflects an indexed increase (3.81 percent) in the LAGCo contract. The line item budgets for disposal at Newby Island and Zanker Road should also increase slightly. Increased volume in the use of debris boxes will add to collection and disposal charges; however, debris box rates have been established to cover these costs. Although a decrease in the distance charge in multiple can rates was approved earlier this year, the impact to collection revenues is minimal, and the Fund should require no increase in curbside collection rates in the 2000-01 fiscal year.

Solid Waste Fund Operations

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|--------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 11,490 | 12,931 | 9,000 | 13,450 | 4.0% | 49.4% |
| Benefits | 3,473 | 3,540 | 2,412 | 3,027 | -14.5% | 25.5% |
| TOTAL | 14,964 | 16,471 | 11,412 | 16,477 | 0.0% | 44.4% |
| OPERATING EXPENSES | | | | | | |
| Legal - City Attorney | 1,904 | 1,000 | 3,000 | 1,000 | 0.0% | -66.7% |
| Other Program & Proj Consult | 0 | 0 | 100 | 0 | 0.0% | -100.0% |
| Lawncare/Landscaping | 600 | 0 | 0 | 0 | 0.0% | 0.0% |
| Garbage Collection - LAGCo | 1,061,936 | 1,095,000 | 1,095,000 | 1,145,000 | 4.6% | 4.6% |
| Litter Control | 3,300 | 20,000 | 20,000 | 20,000 | 0.0% | 0.0% |
| Disposal, BFI (Newby) | 178,388 | 190,000 | 150,000 | 160,000 | -15.8% | 6.7% |
| Recycling, Zanker Road | 60,143 | 60,000 | 57,000 | 62,000 | 3.3% | 8.8% |
| Hazardous Waste Program | 11,842 | 16,500 | 16,500 | 16,500 | 0.0% | 0.0% |
| Travel & Meetings | 0 | 0 | 0 | 48 | 0.0% | 0.0% |
| Instruction & Training | 0 | 0 | 0 | 240 | 0.0% | 0.0% |
| Other General Expense | 100 | 310 | 310 | 300 | -3.2% | -3.2% |
| TOTAL | 1,318,212 | 1,382,810 | 1,341,910 | 1,405,088 | 1.6% | 4.7% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 23,674 | 25,895 | 25,895 | 24,421 | -5.7% | -5.7% |
| Office Equip Capital Alloc | 1,377 | 1,239 | 1,239 | 297 | -76.0% | -76.0% |
| Vehical Equip Operations Alloc | 2,692 | 3,654 | 3,654 | 3,837 | 5.0% | 5.0% |
| Corp Yard Allocation | 2,206 | 1,200 | 1,200 | 1,661 | 38.4% | 38.4% |
| TOTAL | 29,949 | 31,988 | 31,988 | 30,216 | -5.5% | -5.5% |
| GRAND TOTAL | <u>\$1,363,124</u> | <u>\$1,431,269</u> | <u>\$1,385,310</u> | <u>\$1,451,781</u> | <u>1.4%</u> | <u>4.8%</u> |

Sewer Operations

The overall Sewer Operations budget for fiscal year 2000/01 is proposed to increase by approximately \$335,000 over last year's adopted budget. Much of this increase is due to a major sanitary sewer repair/replacement project for various (11) locations in the Town. The locations most in need of repair were identified by the joint TV inspection of sanitary sewer mains performed last year with the City of Los Altos. Locations include La Loma Drive and an area adjacent to Bullis/Purissima School. With the aging of the Town's sanitary sewer system, this type of sewer main project can be anticipated in the fund's future operating budgets.

Costs of the Regional Water Quality Control Plant are projected to be up \$11,000, and the cost of the sewer maintenance contract with the City of Los Altos will increase \$17,000 over last year's estimated actual costs.

However, the budget for salaries and allocated overhead charges are decreased somewhat due to fewer man-hours from the Public Works Crew assigned to Sewer operations

Sewer Fund Operations

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|--------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 16,204 | 30,014 | 15,488 | 32,933 | 9.7% | 112.6% |
| Benefits | 4,916 | 8,323 | 4,073 | 7,508 | -9.8% | 84.3% |
| TOTAL | 21,120 | 38,337 | 19,561 | 40,441 | 5.5% | 106.7% |
| OPERATING EXPENSES | | | | | | |
| Legal - City Attorney | 230 | 0 | 0 | 0 | 0.0% | 0.0% |
| Regional WQTP Water Treatmen | 120,888 | 143,000 | 143,000 | 154,000 | 7.7% | 7.7% |
| Sewer Maintenance Work | 37,506 | 50,000 | 20,000 | 50,000 | 0.0% | 150.0% |
| Sewer Main Repairs | 29,893 | 20,000 | 55,000 | 330,000 | 1550.0% | 500.0% |
| Other Contract Services | 131,098 | 148,000 | 157,000 | 174,000 | 17.6% | 10.8% |
| Printing & Copying | 0 | 100 | 100 | 100 | 0.0% | 0.0% |
| Microfilm Services | 752 | 0 | 1,000 | 850 | 0.0% | -15.0% |
| Records Management Supplies | 0 | 750 | 0 | 0 | -100.0% | 0.0% |
| Other Supplies/Materials | 131 | 150 | 150 | 150 | 0.0% | 0.0% |
| Travel & Meetings | 0 | 0 | 0 | 48 | 0.0% | 0.0% |
| Instruction & Training | 0 | 0 | 0 | 240 | 0.0% | 0.0% |
| Other General Expense | 294 | 200 | 200 | 200 | 0.0% | 0.0% |
| Depreciation | 45,598 | 45,600 | 45,600 | 45,600 | 0.0% | 0.0% |
| TOTAL | 366,390 | 407,800 | 422,050 | 755,188 | 85.2% | 78.9% |
| OVERHEAD | | | | | | |
| Town Center Allocation | 19,290 | 18,414 | 18,414 | 24,343 | 32.2% | 32.2% |
| Office Equip Capital Alloc | 1,122 | 881 | 881 | 296 | -66.4% | -66.4% |
| Vehical Equip Operations Alloc | 3,327 | 3,654 | 3,654 | 3,837 | 5.0% | 5.0% |
| Corp Yard Allocation | 1,571 | 1,200 | 1,200 | 1,661 | 38.4% | 38.4% |
| TOTAL | 25,310 | 24,149 | 24,149 | 30,137 | 24.8% | 24.8% |
| GRAND TOTAL | \$412,820 | \$470,286 | \$465,760 | \$825,766 | 75.6% | 77.3% |

Cost Allocations

Town Center Operations

The operating and administrative expenses for Town Hall, Heritage House and City Council Chambers are maintained in this account and are charged to department operations and Enterprise funds according to a budgeted allocation.

Expenses for building maintenance are expected to increase due to the overall poor condition of both the Town Hall and Council Chambers facilities. Based on the deficiencies identified in the independent building inspection and Fire Inspector reports prepared last year, Staff has endeavored to address the most grievous safety violations. Absent a permanent solution to the many structural and functional deficiencies of the buildings, escalating maintenance and repair costs in the 2000-01 fiscal year can be expected.

The costs of upgrading the Town's computer systems for Y2K readiness, as well as upgrading the Town's network software (Windows NT) were reflected in this account's Programming/Computer costs and software expenses in fiscal year 1999-2000. These costs are projected to decrease somewhat, although the capital replacement of the Town's workstations, now 4 years old, will require some contract expenses. Maintenance of the improved Website are also included in the Town Center budget.

Replacement of the old copy machine with a newly leased Savin copier has resulted in increased rental expenses in this budget; there is an offsetting decrease in the depreciation. The cost of renting additional office space, should it be necessary for the new City Engineer position, has also been calculated and included here.

Funding (\$15,000) is proposed for a consultant contract to analyze the Town's record retention, archiving and retrieval needs, and to assist in developing a digitized solution for the Town's document storage. The focus of this multi-year project will initially be the planning and building files, currently stored on microfiche, as these records are often retrieved and referenced. However, a comprehensive and integrated solution is anticipated to include the processing of all Town documents and records, and should negate the need for interim media (paper or microfiche) storage.

Town Center Operations

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|-------------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 46,933 | 52,546 | 51,085 | 68,420 | 30.2% | 33.9% |
| Benefits | 14,391 | 14,713 | 13,689 | 15,760 | 7.1% | 15.1% |
| TOTAL | 61,324 | 67,259 | 64,774 | 84,180 | 25.2% | 30.0% |
| OPERATING EXPENSES | | | | | | |
| Advertising/Publishing | 31 | 150 | 150 | 150 | 0.0% | 0.0% |
| Programming & Computer | 14,024 | 27,150 | 27,150 | 26,880 | -1.0% | -1.0% |
| Computer System Maintenance | 103 | 0 | 0 | 0 | 0.0% | 0.0% |
| Equipment Maint & Repair | 9,641 | 7,000 | 7,000 | 7,000 | 0.0% | 0.0% |
| Facility Maint & Security | 1,798 | 1,400 | 1,650 | 2,000 | 42.9% | 21.2% |
| Software Maintenance Contract | 6,186 | 6,300 | 6,300 | 6,200 | -1.6% | -1.6% |
| Lawn care/Landscaping | 3,605 | 3,900 | 4,900 | 3,500 | -10.3% | -28.6% |
| Housekeeping | 5,491 | 5,680 | 5,680 | 5,200 | -8.5% | -8.5% |
| Pest Control | 240 | 5,000 | 1,100 | 5,000 | 0.0% | 354.5% |
| Sewer Maintenance Work | 3 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other Contract Services | 180 | 0 | 0 | 0 | 0.0% | 0.0% |
| Office Supplies | 16,835 | 24,000 | 20,000 | 20,000 | -16.7% | 0.0% |
| Minor Tools & Field Work | 0 | 300 | 0 | 0 | -100.0% | 0.0% |
| Printing & Copying | 126 | 100 | 0 | 0 | -100.0% | 0.0% |
| Training & Safety | 3,750 | 0 | 3,750 | 5,000 | 0.0% | 33.3% |
| Books/Films/Publications | 413 | 0 | 0 | 550 | 0.0% | 0.0% |
| Computer Software | 0 | 9,620 | 11,000 | 1,550 | -83.9% | -85.9% |
| Computer Parts | 111 | 120 | 850 | 400 | 233.3% | -52.9% |
| Propane | 495 | 600 | 0 | 0 | -100.0% | 0.0% |
| Construction Material | 323 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other Supplies/Materials | 67 | 150 | 300 | 300 | 100.0% | 0.0% |
| Postage | 7,797 | 10,000 | 9,000 | 11,750 | 17.5% | 30.6% |
| Small Repairs | 42 | 300 | 0 | 0 | -100.0% | 0.0% |
| Mileage Reimbursement | 0 | 25 | 0 | 25 | 0.0% | 0.0% |
| Travel & Meetings | 291 | 300 | 0 | 200 | -33.3% | 0.0% |
| On-Line Service | 2,912 | 4,350 | 5,000 | 5,100 | 17.2% | 2.0% |
| Telephone | 9,297 | 8,600 | 9,850 | 9,000 | 4.7% | -8.6% |
| Electric | 7,422 | 9,500 | 9,500 | 9,500 | 0.0% | 0.0% |
| Water | 1,808 | 2,000 | 1,800 | 1,800 | -10.0% | 0.0% |
| Bulk Postage Meter | 600 | 300 | 1,600 | 3,750 | 1150.0% | 134.4% |
| Pagers Service Contract | 418 | 600 | 275 | 325 | -45.8% | 18.2% |
| Special Events & Awards | 8 | 100 | 0 | 0 | -100.0% | 0.0% |
| Other General Expense | 497 | 300 | 0 | 300 | 0.0% | 0.0% |

| | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|-------------|-------------|
| Rent-Facilities | 0 | 0 | 0 | 2,500 | 0.0% | 0.0% |
| Rent - Office Mach & Furniture | 1,175 | 9,200 | 3,500 | 9,000 | -2.2% | 157.1% |
| Rent - Outside Equipment | 27 | 0 | 0 | 0 | 0.0% | 0.0% |
| Non-Capital Office Mach/Furn | 0 | 0 | 100 | 100 | 0.0% | 0.0% |
| Non-Capital Computer Equipmen | 0 | 0 | 40 | 100 | 0.0% | 150.0% |
| Building & Bldg Improvements | 3,003 | 4,000 | 4,000 | 4,000 | 0.0% | 0.0% |
| Other Facility & Equipment | 249 | 500 | 500 | 500 | 0.0% | 0.0% |
| Depreciation | 41,567 | 46,000 | 43,600 | 38,250 | -16.8% | -12.3% |
| TOTAL | 140,534 | 187,545 | 178,595 | 179,930 | -4.1% | 0.7% |
| GRAND TOTAL | \$201,858 | \$254,804 | \$243,369 | \$264,110 | 3.7% | 8.5% |

Office Equipment

The Office Equipment account acts as the funding mechanism for all office furniture and equipment purchases. Since some of the equipment is capitalized through the Town Center allocation, the amounts charged to operations for the year are less than actual equipment purchases. This capitalization is charged to the Town's various departmental accounts over the useful life of the assets.

1999-2000 purchases included the network server, a network firewall and a color laser printer. The proposed Office Equipment budget has decreased slightly from the 1999-2000 actual expenses, as more of the purchases will be larger assets that should be capitalized. \$27,500, for example, is proposed to replace 13 workstations in Town Hall, as they are over four years old. In addition, furniture purchases budgeted for fiscal year 1999-2000 have been deferred until the new fiscal year, and some funding was included for other furniture needs that may arise.

Office Equipment

| | Actual | Adopted | Estimated | Proposed | % Change | % Change |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|------------------|
| | FY 1998-99 | Budget | Actual | Budget | From 99-00 | From 99-00 |
| | <u>FY 1998-99</u> | <u>FY 1999-00</u> | <u>FY 1999-00</u> | <u>FY 2000-01</u> | <u>Adj Budg</u> | <u>Estimated</u> |
| OPERATING EXPENSES | | | | | | |
| Non-Capital Office Mach/Furn | 4,245 | 11,000 | 2,300 | 2,000 | -81.8% | -13.0% |
| Non-Capital Computer Equipmen | 6,946 | 1,100 | 2,000 | 1,200 | 9.1% | -40.0% |
| Office Mach & Furn | 0 | 0 | 0 | 12,000 | 0.0% | 0.0% |
| Computer Equipment | 19,104 | 4,650 | 9,000 | 27,500 | 491.4% | 205.6% |
| Tools & Equipment | 37 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other Facility & Equipment | 7,810 | 0 | 0 | 0 | 0.0% | 0.0% |
| Capitalized Assets | (26,811) | 0 | (9,000) | (39,500) | 0.0% | 338.9% |
| TOTAL | <u>11,332</u> | <u>16,750</u> | <u>4,300</u> | <u>3,200</u> | <u>-80.9%</u> | <u>-25.6%</u> |
| GRAND TOTAL | <u>\$11,332</u> | <u>\$16,750</u> | <u>\$4,300</u> | <u>\$3,200</u> | <u>-80.9%</u> | <u>-25.6%</u> |

Corporation Yard

The Corporation Yard budget for fiscal year 2000-01 includes \$8,000 to continue an Occupational Health and Safety Program for the maintenance crew. The program will provide equipment, general safety and hazardous materials information and training to all of the Town's employees. The Town initiated the program last year with the goal of becoming compliant with state and federal regulations.

Corp Yard Operations

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|---------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 10,727 | 12,471 | 10,000 | 7,851 | -37.0% | -21.5% |
| Benefits | 3,264 | 1,392 | 2,680 | 1,436 | 3.2% | -46.4% |
| TOTAL | 13,991 | 13,863 | 12,680 | 9,287 | -33.0% | -26.8% |
| OPERATING EXPENSES | | | | | | |
| Office Supplies | 48 | 0 | 100 | 0 | 0.0% | -100.0% |
| Minor Tools & Field Work | 3,824 | 1,500 | 3,100 | 3,500 | 133.3% | 12.9% |
| Art & Photo | 25 | 0 | 0 | 0 | 0.0% | 0.0% |
| Uniforms | 2,934 | 3,000 | 2,000 | 2,000 | -33.3% | 0.0% |
| Safety Gear | 1,130 | 2,000 | 3,750 | 2,000 | 0.0% | -46.7% |
| Training & Safety | 3,750 | 0 | 2,000 | 8,000 | 0.0% | 300.0% |
| Construction Material | 30 | 0 | 0 | 0 | 0.0% | 0.0% |
| Auto & Equipment Parts | 8 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other Supplies/Materials | 4,218 | 5,000 | 3,000 | 3,000 | -40.0% | 0.0% |
| Permits for Operation | 423 | 600 | 200 | 600 | 0.0% | 200.0% |
| Small Repairs | 385 | 500 | 300 | 500 | 0.0% | 66.7% |
| Telephone | 972 | 1,000 | 1,500 | 1,000 | 0.0% | -33.3% |
| Electric | 665 | 1,000 | 800 | 1,000 | 0.0% | 25.0% |
| Water | 835 | 1,000 | 300 | 300 | -70.0% | 0.0% |
| Vehicle Repair | 5 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other General Expense | 66 | 300 | 0 | 300 | 0.0% | 0.0% |
| Depreciation | 1,736 | 1,736 | 1,736 | 1,736 | 0.0% | 0.0% |
| TOTAL | 21,054 | 17,636 | 18,786 | 23,936 | 35.7% | 27.4% |
| GRAND TOTAL | \$35,045 | \$31,499 | \$31,466 | \$33,223 | 5.5% | 5.6% |

Vehicle/Equipment Operations

Depreciation expense for the Town's major vehicles and equipment is projected to rise \$6,000 this year. The increase is the result of the higher cost of replacement equipment for the Town's older assets, including fiscal year 2000-01 purchases. Although the equipment is newer overall, an increased emphasis has been placed on regular maintenance of all Town vehicles and equipment.

The budget for oil and gasoline for the Town vehicles has been increased 20% to reflect the year's increase in oil and gasoline prices.

Vehicle/Equipment Operations

| | Actual FY 1998-99 | Adopted Budget FY 1999-00 | Estimated Actual FY 1999-00 | Proposed Budget FY 2000-01 | % Change From 99-00 Adj Budg | % Change From 99-00 Estimated |
|---------------------------|----------------------|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| PERSONNEL SERVICE | | | | | | |
| Salaries | 15,441 | 12,942 | 12,000 | 12,669 | -2.1% | 5.6% |
| Benefits | 4,726 | 2,784 | 3,000 | 2,914 | 4.7% | -2.9% |
| TOTAL | 20,167 | 15,726 | 15,000 | 15,583 | -0.9% | 3.9% |
| OPERATING EXPENSES | | | | | | |
| Minor Tools & Field Work | 246 | 2,000 | 2,000 | 1,000 | -50.0% | -50.0% |
| Gas and Oil | 6,123 | 7,000 | 7,000 | 8,400 | 20.0% | 20.0% |
| Auto & Equipment Parts | 10,746 | 8,000 | 4,000 | 4,000 | -50.0% | 0.0% |
| Other Supplies/Materials | 635 | 650 | 650 | 650 | 0.0% | 0.0% |
| Vehicle Repair | 4,301 | 4,000 | 7,000 | 6,000 | 50.0% | -14.3% |
| Process/Permit Fees | 20 | 0 | 20 | 0 | 0.0% | -100.0% |
| Disposal Services | 150 | 0 | 0 | 0 | 0.0% | 0.0% |
| Other General Expense | 9 | 0 | 40 | 0 | 0.0% | -100.0% |
| Depreciation | 24,168 | 38,700 | 35,000 | 41,100 | 6.2% | 17.4% |
| TOTAL | 46,398 | 60,350 | 55,710 | 61,150 | 1.3% | 9.8% |
| GRAND TOTAL | \$66,565 | \$76,076 | \$70,710 | \$76,733 | 0.9% | 8.5% |

Vehicle/Equipment Capital

With the purchase of a new 5CY dump truck and the Bobcat skid loader last year, the purchase of a replacement hydraulic boom truck was deferred until fiscal year 2000-01 at a projected cost of \$50,000.

Vehicle/Equipment Capital

| | Actual | Adopted | Estimated | Proposed | % Change | % Change |
|---------------------------|------------|------------|------------|------------|------------|------------|
| | FY 1998-99 | FY 1999-00 | FY 1999-00 | FY 2000-01 | From 99-00 | From 99-00 |
| | | | | | Adj Budg | Estimated |
| OPERATING EXPENSES | | | | | | |
| Machinery& Equipment | 0 | 0 | 49,145 | 0 | 0.0% | -100.0% |
| Vehicles & Accessories | 34,795 | 50,000 | 5,147 | 50,000 | 0.0% | 871.4% |
| Capitalized Assets | (34,795) | (50,000) | (54,292) | (50,000) | 0.0% | -7.9% |
| TOTAL | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| GRAND TOTAL | \$0 | \$0 | \$0 | \$0 | 0.0% | 0.0% |

Fund Summaries

**GENERAL FUND
(Combined)*
FUND SUMMARY**

| | Actual FY 98-99 | Adopted Budget FY 99-00 | Budget Amendments | Adjusted Budget FY 99-00 | Estimated Actual FY 99-00 | Adopted Budget FY 00-01 |
|---|--------------------|-------------------------------|----------------------|--------------------------------|---------------------------------|-------------------------------|
| REVENUES: | | | | | | |
| Property Taxes | \$1,031,964 | \$1,141,000 | | \$1,141,000 | \$1,173,500 | \$1,171,700 |
| Gas Taxes | \$160,183 | \$160,000 | 10,000 | 170,000 | 170,000 | \$175,500 |
| Other Taxes | 464,488 | 429,430 | | 429,430 | 554,830 | 499,630 |
| Franchise Fees | 274,583 | 282,050 | | 282,050 | 283,050 | 291,550 |
| Permits & Licenses | 715,611 | 840,500 | (40,000) | 800,500 | 730,750 | 801,500 |
| Intergovernmental | 410,625 | 377,500 | 0 | 377,500 | 402,575 | 414,100 |
| Current Services | 388,760 | 396,135 | 170,600 | 566,735 | 570,025 | 486,675 |
| Use of Money & Prop | 475,683 | 469,540 | 38,000 | 507,540 | 542,790 | 626,190 |
| Other Revenues | 21,812 | 13,150 | | 13,150 | 21,715 | 15,550 |
| Drainage In-lieu | 148,806 | 186,000 | | 186,000 | 140,000 | 186,000 |
| Street Encroachment | 15,104 | 27,000 | 23,000 | 50,000 | 50,000 | 50,000 |
| Total GF Operating Revenues | \$4,107,619 | \$4,322,305 | \$201,600 | \$4,523,905 | \$4,639,235 | \$4,718,395 |
| EXPENDITURES: | | | | | | |
| City Council | \$25,693 | \$28,000 | \$2,500 | \$30,500 | \$24,871 | \$29,300 |
| City Manager | 131,500 | 228,652 | -26,000 | \$202,652 | 177,415 | 193,093 |
| City Clerk | 94,674 | 118,529 | 5,000 | \$123,529 | 108,984 | 118,680 |
| Finance | 185,467 | 199,874 | 750 | \$200,624 | 199,257 | 206,755 |
| City Attorney | 68,940 | 64,000 | | \$64,000 | 57,000 | 62,000 |
| Town Committees | 25,832 | 32,187 | | \$32,187 | 33,205 | 72,803 |
| Community Svcs | 29,675 | 27,094 | | \$27,094 | 27,094 | 38,431 |
| Insurance | 43,270 | 88,000 | | \$88,000 | 73,007 | 100,300 |
| Police & Animal Control | 590,400 | 700,580 | | \$700,580 | 589,398 | 669,500 |
| Planning | 391,390 | 464,880 | 58,000 | \$522,880 | 480,565 | 520,534 |
| Building Inspection | 303,891 | 339,000 | -6,000 | \$333,000 | 296,438 | 336,551 |
| Engineering | 267,328 | 391,169 | -22,000 | \$369,169 | 326,677 | 470,871 |
| Playing Fields | 39,120 | 53,407 | 600 | \$54,007 | 50,007 | 45,242 |
| Westwind Barn | 8,101 | 5,665 | 0 | \$5,665 | 5,210 | 19,906 |
| Path, Open Space | 179,739 | 319,226 | 0 | \$319,226 | 271,240 | 409,067 |
| Drainage Operations | 94,890 | 217,177 | -19,000 | \$198,177 | 124,406 | 184,510 |
| Street Operations | 226,929 | 231,110 | 13,000 | \$244,110 | 229,403 | 605,040 |
| Graffiti Abatement | | | 3,500 | 3,500 | 3,500 | 3,787 |
| Total GF Operating Expenditures | \$2,706,839 | \$3,508,550 | \$10,350 | \$3,518,900 | \$3,077,677 | \$4,086,370 |
| OTHER FIN. SOURCES (USES): | | | | | | |
| Operating transfers in | \$102,909 | \$129,746 | \$0 | \$129,746 | 129,746 | 118,009 |
| Operating transfers out | -5,666 | 0 | 0 | \$0 | -74,946 | 0 |
| Transfer to CIP Fund | -1,478,587 | -1,362,710 | -165,000 | (\$1,527,710) | (\$1,445,977) | ** |
| Total Other Fin. Sources (Uses) | -\$1,381,344 | -\$1,232,964 | -\$165,000 | -\$1,397,964 | -\$1,391,177 | \$118,009 |
| EXCESS (DEF.) OF REVENUES AND OTHER FIN. SOURCES OVER EXP. AND OTHER USES: | | | | | | |
| | 19,436 | -419,209 | 26,250 | -392,959 | 170,381 | 750,034 |
| Fund balance at beginning of year | \$6,169,646 | \$6,189,084 | \$6,189,084 | \$6,189,084 | \$6,189,084 | \$6,359,465 |
| Fund balance at end of year | \$6,189,082 | \$5,769,875 | \$6,215,334 | \$5,796,125 | \$6,359,465 | \$7,109,499 |

* General Fund includes Drainage and Street operations, shown separately in Attachments 2 & 3.

** Capital appropriations to be determined in the Town's Capital Improvement Budget, 10/1/00-9/30/01

DRAINAGE FUND FUND SUMMARY

| | Actual FY 98-99 | Adopted Budget FY 99-00 | Budget Amendments | Adjusted Budget FY 99-00 | Estimated Actual FY 99-00 | Adopted Budget FY 00-01 |
|---|--------------------|-------------------------------|----------------------|--------------------------------|---------------------------------|-------------------------------|
| REVENUES: | | | | | | |
| Charges for current services | \$148,806 | \$186,000 | | \$186,000 | \$140,000 | \$186,000 |
| EXPENDITURES: | | | | | | |
| Current: | | | | | | |
| Drainage operations | 94,890 | 217,177 | (19,000) | 198,177 | 124,406 | 184,510 |
| Capital Outlay | | | 0 | | | 0 |
| Total Expenditures | 94,890 | 217,177 | (19,000) | 198,177 | 124,406 | 184,510 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | 53,916 | (31,177) | 19,000 | (12,177) | 15,594 | 1,490 |
| OTHER FINANCIAL SOURCES (USES): | | | | | | |
| Operating transfers in | 0 | 59,077 | 0 | 59,077 | 81,733 | 0 |
| Operating transfers out | (53,916) | (27,900) | (19,000) | (46,900) | (97,327) | (1,490) |
| Total Other Financing Sources (Uses) | (53,916) | 31,177 | (19,000) | 12,177 | (15,594) | (1,490) |
| EXCESS (DEFICIENCY) OF REVENUE OVER EXP. AND OTHER FIN. USES | (\$53,916) | \$31,177 | \$0 | \$12,177 | (\$15,594) | (\$1,490) |
| Fund balance at beginning of year | 0 | 0 | 0 | 0 | 0 | 0 |
| Fund balance at ending of year | (\$53,916) | \$31,177 | \$0 | \$12,177 | (\$15,594) | (\$1,490) |

STREET FUND FUND SUMMARY

| | Actual FY 98-99 | Adopted Budget FY 99-00 | Budget Amendments | Adjusted Budget FY 99-00 | Estimated Actual FY 99-00 | Adopted Budget FY 00-01 |
|---|------------------------|-------------------------------|----------------------|--------------------------------|---------------------------------|-------------------------------|
| REVENUES: | | | | | | |
| Licenses and permits | \$15,104 | \$27,000 | \$23,000 | \$50,000 | \$22,000 | \$27,000 |
| Intergovernmental: | | | | | | |
| Gas taxes | 160,183 | 160,000 | 10,000 | \$170,000 | 158,300 | 160,000 |
| Total Revenues | 175,287 | 187,000 | 33,000 | 220,000 | 180,300 | 187,000 |
| EXPENDITURES: | | | | | | |
| Current: | | | | | | |
| Street operation | 226,928 | 231,110 | 13,000 | \$244,110 | 221,439 | 220,281 |
| Capital outlay | | 0 | 0 | 0 | 1,300,526 | 0 |
| Total Expenditures | 226,928 | 231,110 | 13,000 | 244,110 | 1,521,965 | 220,281 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | <u>(51,641)</u> | <u>(44,110)</u> | <u>20,000</u> | <u>(24,110)</u> | <u>(1,341,665)</u> | <u>(33,281)</u> |
| OTHER FINANCIAL SOURCES (USES): | | | | | | |
| Operating transfers in | 76,041 | 93,510 | (20,000) | \$73,510 | 1,366,065 | 82,681 |
| Operating transfers out | <u>(24,400)</u> | <u>(49,400)</u> | <u>0</u> | <u>(\$49,400)</u> | <u>(24,400)</u> | <u>(49,400)</u> |
| Total Other Financing Sources (Uses) | <u>51,641</u> | <u>44,110</u> | <u>(20,000)</u> | <u>24,110</u> | <u>1,341,665</u> | <u>33,281</u> |
| EXCESS (DEFICIENCY) OF REVENUE OVER EXP. AND OTHER FIN. USES | <u>\$51,641</u> | <u>\$44,110</u> | <u>\$0</u> | <u>\$24,110</u> | <u>\$1,341,665</u> | <u>\$33,281</u> |
| Fund balance at beginning of year | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Fund balance at ending of year | <u><u>\$51,641</u></u> | <u><u>\$44,110</u></u> | <u><u>\$0</u></u> | <u><u>\$24,110</u></u> | <u><u>\$1,341,665</u></u> | <u><u>\$33,281</u></u> |

SOLID WASTE FUND FUND SUMMARY

| | Actual FY 98-99 | Adopted Budget FY 99-00 | Budget Amendments | Adjusted Budget FY 99-00 | Estimated Actual FY 99-00 | Adopted Budget FY 00-01 |
|---|--------------------|-------------------------------|----------------------|--------------------------------|---------------------------------|-------------------------------|
| OPERATING REVENUE: | | | | | | |
| Charges for services | \$1,426,905 | \$1,400,000 | | \$1,400,000 | \$1,400,000 | \$1,475,000 |
| OPERATING EXPENSES: | | | | | | |
| Town services and expenses | 45,011 | 48,769 | | 48,769 | 46,500 | 47,281 |
| Contractual services | 1,318,112 | 1,382,500 | | 1,382,500 | 1,338,810 | 1,404,500 |
| Total Operating Expenses | 1,363,123 | 1,431,269 | 0 | 1,431,269 | 1,385,310 | 1,451,781 |
| Operating income (loss) | 63,782 | (31,269) | 0 | (31,269) | 14,690 | 23,219 |
| NONOPERATING REVENUES: | | | | | | |
| Interest | 20,161 | 19,200 | | 19,200 | 25,000 | 29,000 |
| Other | 43,535 | 44,400 | | 44,400 | 44,400 | 43,000 |
| Total Non-operating Income | 63,696 | 63,600 | 0 | 63,600 | 69,400 | 72,000 |
| Income (loss) before operating transfers | 127,478 | 32,331 | 0 | 32,331 | 84,090 | 95,219 |
| OPERATING TRANSFERS OUT: | | | | | | |
| Transfer to Capital Projects | | (23,803) | | (23,803) | (23,803) | |
| Other Operating Transfers | (46,982) | (55,937) | | (55,937) | (55,937) | (49,141) |
| Net income (loss) | 80,496 | (47,409) | 0 | (47,409) | 4,350 | 46,078 |
| Retained earnings at beginning of year | 277,882 | 358,378 | 358,378 | 358,378 | 358,378 | 362,728 |
| Retained earnings at end of year | \$358,378 | \$310,969 | \$358,378 | \$310,969 | \$362,728 | \$408,806 |

SEWER BASIN FUND FUND SUMMARY

| | Actual FY 98-99 | Adopted Budget FY 99-00 | Budget Amendments | Adjusted Budget FY 99-00 | Estimated Actual FY 99-00 | Adopted Budget FY 00-01 |
|---|--------------------|-------------------------------|----------------------|--------------------------------|---------------------------------|-------------------------------|
| OPERATING REVENUE: | | | | | | |
| Charges for services | \$626,231 | \$638,000 | | \$638,000 | \$638,105 | \$652,000 |
| OPERATING EXPENSES: | | | | | | |
| Town services and expenses | 47,608 | 63,686 | | 63,686 | 45,160 | 372,166 |
| Contractual services | 319,385 | 361,000 | | 361,000 | 375,000 | 408,000 |
| Depreciation | 45,598 | 45,600 | | 45,600 | 45,600 | 45,600 |
| Total Operating Expenses | 412,591 | 470,286 | | 470,286 | 465,760 | 825,766 |
| Operating income (loss) | 213,640 | 167,714 | | 167,714 | 172,345 | (173,766) |
| NONOPERATING REVENUES: | | | | | | |
| Interest | 113,650 | 110,000 | | 110,000 | 130,000 | 155,000 |
| Income (loss) before operating transfers | 327,290 | 277,714 | | 277,714 | 302,345 | (18,766) |
| OPERATING TRANSFERS (OUT) | | | | | | |
| to Town Hall Overhead | 56,096 | 73,809 | | 73,809 | 73,809 | 68,868 |
| to Capital Projects Fund | 120,000 | 17,356 | | 17,356 | | |
| Net income (loss) | 151,194 | 186,549 | | 186,549 | 228,536 | (87,634) |
| Depreciation affecting contributed capital | 12,261 | | | | | |
| Retained earnings at beginning of year | 2,432,722 | 2,596,177 | | 2,596,177 | 2,596,177 | 2,824,713 |
| Retained earnings at end of year | \$2,596,177 | \$2,782,726 | | \$2,782,726 | \$2,824,713 | \$2,737,079 |

**GENERAL SERVICES FUND
FUND SUMMARY**

| | Actual FY 98-99 | Adopted Budget FY 99-00 | Budget Amendments | Adjusted Budget FY 99-00 | Estimated Actual FY 99-00 | Adopted Budget FY 00-01 |
|--|--------------------|-------------------------------|----------------------|--------------------------------|---------------------------------|-------------------------------|
| OPERATING REVENUE (FROM OTHER DEPTS): | | | | | | |
| Town hall services | \$194,846 | \$252,904 | \$0 | \$252,904 | \$243,369 | \$263,010 |
| Office equipment | 11,332 | 12,100 | 0 | \$12,100 | 4,300 | 3,200 |
| Corporate yard services | 31,240 | 23,999 | 0 | \$23,999 | 30,966 | 33,223 |
| Vehicle services | 66,545 | 73,076 | 0 | \$73,076 | 73,710 | 76,733 |
| Capital Projects | | 177,858 | 0 | \$177,858 | 17,356 | |
| Total Operating Revenues from Other Departments | 303,963 | 539,937 | 0 | 539,937 | 369,701 | 376,166 |
| OPERATING EXPENSES: | | | | | | |
| Town services and expenses | 153,279 | 206,904 | 0 | 201,662 | 199,769 | 225,860 |
| Office equipment | 11,332 | 12,100 | 0 | 15,450 | 4,300 | 3,200 |
| Corporation yard | 29,504 | 22,263 | 7,500 | 20,803 | 29,730 | 31,487 |
| Vehicle services | 42,377 | 34,376 | 4,000 | 37,772 | 35,710 | 35,633 |
| Depreciation | 67,471 | 86,436 | 0 | 65,475 | 80,336 | 81,086 |
| Capital outlay | 2,570 | 177,858 | 0 | 48,891 | 16,000 | 0 |
| Total Operating Expenses | 306,533 | 539,937 | 11,500 | 390,053 | 365,845 | 377,266 |
| Operating Income (Loss) | (2,570) | 0 | (11,500) | 149,884 | 3,856 | (1,100) |
| NONOPERATING REVENUES: | | | | | | |
| Interest and Other | 2,149 | 1,900 | 0 | 2,500 | 5,555 | 1,900 |
| Net Income (Loss) | (421) | 1,900 | (11,500) | 152,384 | 9,411 | 800 |
| Fund balance at beginning of year | 298,037 | 297,616 | 297,616 | 297,616 | 297,616 | 307,027 |
| Fund balance at ending of year | <u>\$297,616</u> | <u>\$299,516</u> | <u>\$286,116</u> | <u>\$450,000</u> | <u>\$307,027</u> | <u>\$307,827</u> |

TOWN OF LOS ALTOS HILLS GANN LIMIT

CALCULATION OF THE 2000-2001 GANN LIMIT

Proposition 111 allows calculation of the limit for 2000-2001 according to a choice of factors:

1. ECONOMIC GROWTH

California Per Capita Personal Income

| | |
|----------------|-------------|
| Percent growth | <u>4.91</u> |
|----------------|-------------|

2. POPULATION

| | Town | County |
|----------------|--------------|--------------|
| Percent growth | <u>1.02%</u> | <u>1.63%</u> |

| | |
|--------------------------------|-------------|
| Appropriations Limit 1999-2000 | \$2,996,317 |
| Economic Factor | 1.0491 |
| Population Factor | 1.0163 |
| Appropriations Limit 2000-01 | \$3,194,674 |

Appropriations for the Town of Los Altos Hills which are subject to the provisions of Propositions 4 and 111 are not expected to reach the Gann Limit in the foreseeable future.

